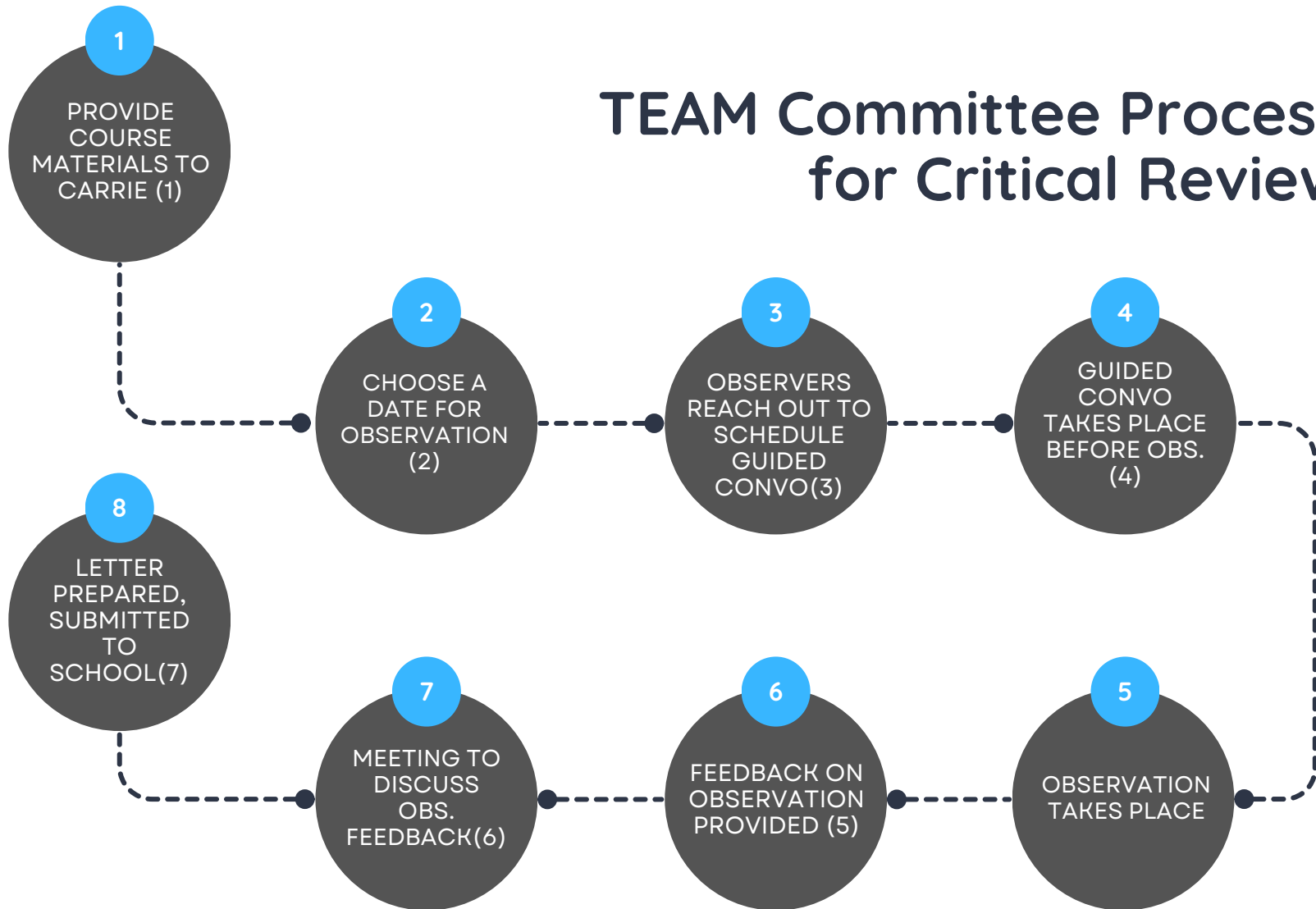


TEAM Committee Process for Critical Review



Note 1) Materials include: syllabus from one course, one example of a student assessment (homework, exam, etc.) along with rubric for grading, CV with any teaching or student success activities highlighted, teaching philosophy statement or reflection. If you do not have a teaching statement, then Carrie can provide appropriate prompts for preparing one.

Note 2) Pick a date when you are teaching something you enjoy teaching. For critical review, the date should be in late August or the first week of September.

Note 3) Once you select a date, Carrie will line up observers. The two observers will then reach out to schedule the guided conversation.

Note 4) It is optimal if the guided conversation happens before the observation; however, this is not required. Carrie suggests writing out some notes for answers in the guided conversation template in preparation for the guided conversation. You may even write complete answers (not applicable is fine as we do not expect anyone to do everything we ask about!) and share them with the committee members ahead of time. You will not receive formal feedback on the guided conversation.

Note 5) The observers will share a completed feedback form with you. There will be comments included, as well. Some of this feedback is intended to be formative and will not be part of the final letter. The letter will focus on more summative aspects of feedback.

Note 6) You are not required to meet with the observers after reading feedback; however, if you would find it helpful to discuss the feedback then we will gladly set up a meeting.

Note 7) Once we have all the data, we will prepare your letter. Both observers will be responsible for the primary draft, and any other members of TEAM from School of Mathematics will contribute and review.