



Semester 2 Overview

The tenure track faculty member will participate in the Second Semester Seminar. The curriculum includes studying the Talents of Teaching and preparing the tenure track faculty member for the Second Semester Review. The tenure track faculty member will continue to participate in the Mentor Program, being observed twice by the mentor, and observing two fellow faculty members. These observations are purely non-evaluative with the goal of helping the tenure track faculty member reflect on teaching practices. Additionally, the tenure track faculty member will have two evaluative classroom observations this semester to be included in the Semester 3 portfolio. This semester the tenure track faculty member will increase committee involvement. The suggested level of contribution is active involvement and contribution in at least one committee and participation in a second committee.

Through the Second Semester Seminar, with the support of the TAP Leader¹ and Department Chair, the tenure track faculty member will develop a teaching and service philosophy and the Individualized Learning and Service Plan (ILSP). These documents will be reviewed by the Department Chair and the administrative designee in the Second Semester Review, a formal review meeting at the end of the semester. The purposes of this review are to determine that both the Department Chair and the administration agree that the ILSP demonstrates the tenure track faculty member's clear understanding of the Talents of Teaching and will assist the tenure track faculty member in building the final Argument for Tenure. The administrative designee will write up a formal report of the meeting, which will be signed by all meeting participants. The tenure track faculty member will not submit a formal portfolio in Semester 2.

Objectives

- The tenure track faculty member develops an understanding of the Talents of Teaching.
- The tenure track faculty member develops a teaching and service philosophy and identifies examples of how the philosophy informs instruction and college involvement.

¹ The TAP Leader will support this process by ensuring quality but not directing content.

- The tenure track faculty member uses the Talents of Teaching as a guide to identifying strengths and areas for growth, and designs an Individualized Learning and Service Plan (ILSP) to address these.

Indicators of Success

- The Semester 2 Procedure Checklist validates that the tenure track faculty member is actively participating in the TAP process. The Second Semester Review report indicates the tenure track faculty member is able to articulate knowledge of the Talents of Teaching.
- The Second Semester Review Report indicates that the tenure track faculty member's teaching and service philosophy shows significant depth of thought at both the theoretical and practical levels.
- The Second Semester Review Report denotes that the tenure track faculty member's ILSP articulates strengths and areas for growth based on the Talents of Teaching, and a well-thought out plan that will aid in the creation of a strong final Argument for Tenure.

Tenure Track Faculty Member Activities

The tenure track faculty member...

- Participates in the Second Semester Seminar
- Participates in the Mentor Program which includes being observed by the mentor twice
- Observes two faculty members²
- Meets with Department Chair to discuss the Semester 1 course retention and success data
- Is formally observed by two tenured faculty members³; one chosen by the Department Chair, and one selected by the tenure track faculty member
- Completes a post-observation reflection for each formal observation
- Meets with each observer following classroom visitation (recommended)
- Begins contributing to committees. It is suggested that the tenure track faculty member become actively involved in one committee and participate in a second committee
- Develops a teaching and service philosophy and the ILSP
- Undergoes student evaluation in all courses
- Participates in Second Semester Review
- Fulfills regular college expectations as well as departmental expectations as outlined in the written departmental criteria and procedures

2 These are informal observations intended to help the tenure track faculty member reflect more deeply about teaching practices by observing peers. The peers observed do not have to be tenured.

3 Neither of the observing faculty members should be the Department Chair or the mentor; observing faculty members do not have to be in the same discipline as the tenure track faculty member.

Formal Departmental and Administrative Procedures

- Department Chair has a discussion about Semester 1 course retention and success data with the tenure track faculty member
- Second Semester Review is scheduled and chaired by the administrative designee
- Teaching and service philosophy and the ILSP are submitted to the Department Chair and administrative designee one week prior to the Second Semester Review
- Second Semester Review Report completed by the administrative designee and signed by all in attendance as well as the Vice President; the tenure track faculty member may begin working on all ILSP outcomes approved at the meeting
- The report is provided to the tenure track faculty member, with specific revision requests for the ILSP and identified areas of concern that were discussed during the meeting, if any

Documents Generated During Semester 2 for Semester 3 Portfolio

Item	Description
Teaching and Service Philosophy (Draft)	The teaching and service philosophy demonstrates how the tenure track faculty member's practice is guided by theory. As such, it should exhibit knowledge of learning theory and offer a thoughtful reflection on the theories that guide one's own teaching practices. A discussion of the role and responsibilities of full-time faculty outside the classroom should also be provided, showing a holistic view of how full-time faculty members support the mission of the institution. The document should also include a reflection on how one's philosophy directs one's actions both inside and outside the classroom with reference to examples.
Individualized Learning and Service Plan (ILSP); Approved with Department Chair and Administrative Signatures	The Individualized Learning and Service Plan (ILSP) is a product of the Second Semester Seminar. The purpose of this document is for the tenure track faculty member to outline a plan for outcomes-based professional development and service to the institution. The ILSP uses the Talents of Teaching as a guide for assessing strengths and areas for growth. The tenure track faculty member must then develop a plan to address the areas for growth and to provide meaningful service to the institution. The ILSP outcomes must be approved by the Department Chair and an administrator during the Second Semester Review. See form provided online.

Classroom Observation Forms and Post- Observation Reflections	<p>Classroom observation forms are completed by the tenured faculty members who observe the tenure track faculty member during Semester 2. The purpose is to evaluate the tenure track faculty member’s current teaching effectiveness, provide feedback to help the tenure track faculty member improve, and to develop an accurate idea of strengths and areas for growth. See form provided online.</p> <p>Every classroom observation form must be accompanied by a post-observation reflection. The purpose of this form is to allow the tenure track faculty member to contextualize and explain the observed lesson, to self-assess the class session, to reflect on feedback received, and to define next steps for improving instruction. Part 1 should be completed immediately following the observed class (ideally within 24 hours). Part 2 should be completed after receiving formal feedback from the observer. A post-observation reflection must accompany every classroom observation form. See form provided online.</p>
8. Summary of Student Evaluations	<p>The Department Chair completes the summary of the student evaluations. The purpose is to summarize students’ evaluation of the tenure track faculty member’s current teaching effectiveness, provide feedback to help the tenure track faculty member improve, and develop an accurate idea of strengths and areas for growth. The summary should provide detailed information, including direct quotes from student comments, when appropriate, while protecting the identity of students. Both general trends in scoring as well as anomalies should be noted. The summary should note large discrepancies in feedback between different sections or courses taught. See form provided online.</p>
Second Semester Review Report	<p>This report is completed by an administrative designee, and signed by the Vice President. It discusses the results of the Second Semester Review, including any revisions to the ILSP mentioned in the meeting. The written report should be provided to the tenure track faculty member. See form provided online.</p>
Semester 2 Procedure Checklist	<p>This form is completed by both the Department Chair and the TAP Leader. It indicates that the tenure track faculty member has completed all requirements of the tenure process for the second semester. See form provided online.</p>

Semester 2 Suggested Timeline

Week	Tenure Track Faculty Member		Department Chair	TAP Leader	College Administration
Week 1	Participate in Second		Complete informal	Assist with	Schedule Second
Week 2			discussion with tenure	scheduling	Semester
Week 3			track faculty member	Second	Reviews

Week 4	Semester Seminar and mentor program; complete all required observations and post-observation reflections;	Committee involvement	about contextualized data report from Semester 1 by end of Week 4.	Semester Reviews Second Semester Seminar	Provide student evaluation forms to tenure track faculty member to be completed by date specified at the college level		
Week 5	administer student evaluations; work with department chair, TAP Leader and admin to schedule Second Semester Review		Select tenured faculty member to perform classroom observation				
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13			Submit all required documents for review one week prior to scheduled review date			Read all documents for the Second Semester Review prior to meeting	
Week 14			Second Semester Reviews take place; the administrative designee completes the Second Semester Review Report, gets all required signatures, and returns the Report to the tenure- track faculty member; ILSP is approved or returned for revision			Be available for consultation as tenure track faculty member completes ILSP draft	
Week 15							
Week 16							