

Department of Political Science Mentoring Plan

The Political Science Department's Mentoring Plan will be reviewed periodically so as to remain in compliance with the University's overall standards of mentoring. These policies may be found in the Faculty Handbook under: III. Faculty Responsibilities, A. Teaching-Related Responsibilities, 4. Evaluation of Teaching in Courses.

1. Mentoring Committees:
 - a. The department will create a mentoring and teaching evaluation committee (hereafter, the "committee") for each untenured, tenure-track faculty member;
 - b. at least two tenured faculty members will constitute each committee;
2. Class observation:
 - a. well in advance of classroom observation, the committee will meet with its assigned untenured faculty member to schedule the observations;
 - b. prior to the observations the committee will meet with the instructor who will provide syllabi, handouts, assignments and other relevant materials and will discuss with the instructor his or her objectives and planned activities;
 - c. observations should occur in different courses, and at different times in one semester;
 - d. untenured faculty will be observed in the classroom by each member of the committee at least twice, and on days close to one another, each year;
 - e. classroom observations may be followed by discussions for clarification and/or immediate feedback;
3. Formative evaluation:
 - a. "formative evaluation," as defined in the Faculty Handbook, refers to "a means or process to help an individual assess the effectiveness of teaching and improve teaching";
 - b. formative evaluation must entail multiple opportunities for discussion and feedback between the committee and the instructor;

- c. formative evaluation and feedback can occur at any time, however, meetings of the committee and the untenured faculty member should occur at least at the end of the faculty member's first, second, fourth, and fifth years of teaching;
4. Summative evaluation:
- a. "summative evaluation," as defined in the Faculty Handbook, "produces a judgment of teaching effectiveness";
 - b. summative evaluations by the committee form part of the overall evaluation of teaching performance at third year and tenure review times;
 - c. at the time of review for promotion and tenure, the committee will prepare a written report for the candidate and department to serve as one basis for the departmental summative evaluation;
 - d. the tenured members of the department will also review the all-college course evaluation forms and teaching materials (syllabi, handouts, assignments, and other relevant teaching materials) submitted by the untenured faculty member to complete the summative evaluation