

**DENISON UNIVERSITY**  
**DEPARTMENT OF THEATRE**

**FACULTY MENTORING PLAN**

The Department of Theatre recognizes the University's commitment to teaching and to the support of junior faculty in their teaching development. We also acknowledge the department's role in this development. The foundation of the mentoring process in our department will be classroom observation as well as developmental meetings each semester in which the junior faculty member and all senior faculty discuss his or her development in all areas: teaching, scholarship and artistic work, and community service.

We also believe that formative teaching development does not stop with tenure, but includes a formative evaluation process for senior faculty.

1. Classroom Observation Guidelines for Junior Faculty

- Two senior faculty members will visit each junior faculty member's classroom two or three times each semester.
- The senior faculty observers will meet with the junior faculty at the beginning of each semester to determine a visitation schedule.
- Prior to each scheduled visit, the instructor will complete the first part of the observation form and the observer and the instructor will meet to discuss the goals and concepts for the class of the scheduled day.
- When possible, different senior faculty will observe the junior faculty member over the course of the evaluation period.
- The observer will fill out the observation form during the classroom visit.
- Within one week after the classroom observation, the junior faculty and the observer will have a post-visit meeting.
- The junior faculty member will be given a copy of the completed observation form during the post-visit meeting with the observer.
- Both the junior and senior faculty members may retain copies of the observation form. The form may be used as a reference during the summative evaluation process.
- The junior faculty member may choose to include the observation forms in his/her teaching portfolio during summative evaluations.

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## 2. Observation Guidelines for Senior Faculty

- Senior faculty will be observed by other senior faculty at least two times each semester.
- Senior faculty may choose a senior member from outside the Theatre Department as an additional observer.
- Senior faculty observations will follow the guidelines established for junior faculty observations.
- Senior faculty will encourage informal, formative visits from junior faculty within the department.

## 3. Observation of Adjunct Faculty

- The observation of adjunct faculty will be determined on a case-by-case basis each semester.
- When it is to occur, the evaluation of adjunct faculty will follow the observation guidelines established for junior and senior faculty observations and will use the same evaluation form.

## 4. Summative Evaluation Forms

- A common summative evaluation form will be distributed to all students in all classes during the last two weeks of the semester.
- In addition, each faculty member may choose to create a personalized evaluation form.

## 5. Faculty Development Areas

Junior and senior faculty will come to Denison with different needs and strengths. Each faculty member may select specific areas for development. These areas can be discussed and evaluated during meetings each semester. Development areas may include:

Syllabus development

Creating exams

Grading

Classroom lecture techniques

Classroom discussion techniques

Assignment development

Integrating technology into the classroom

Understanding institutional culture

Clarifying university expectations

Defining a personal agenda for scholarship and creative work

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6. Junior Faculty Mentoring Meetings

Each semester, the junior faculty member will have an informal, formative meeting with all senior members in the department. The purpose of the meeting is to provide feedback and discuss the progress and development of the junior faculty in the three areas of faculty responsibilities: teaching, scholarship and artistic work, and community service.

7. Evaluation of the Formative Teaching Process

The Department of Theatre will evaluate these procedures every three years.

**DEPARTMENT OF THEATRE**  
**Formative Teaching Evaluation Form for Classroom Observations**

This form is to be completed by the instructor prior to the classroom visit. Ideally, the instructor and the observer should meet and discuss this information at least a day before the classroom observation.

**Instructor:**

**Observer:**

**Date:**

**Course Name:**

**Lecture Topic:**

**Pedagogical Goals:**

1. What do you intend that your students learn during this session?
  
2. How does this concept fit into the overall course?
  
3. How will students apply or use this concept?

**Methods:**

1. What techniques will you use to achieve your goals?
  
2. What activities will you use to achieve your goals?
  
3. How will you assess your success at achieving your goals?

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