

**EVALUATION PROCESS FOR FACULTY WHO TEACH
COLLEGE OF BUSINESS COURSES ON A PART-TIME BASIS
Kent State University**

All College of Business Administration faculty are reviewed to assess (1) whether teaching is effective and (2) whether the faculty member has stayed active, either professionally and/or academically, in the disciplinary area(s) in which he/she is teaching.. Faculty who teach College of Business Administration courses on a part-time basis will be reviewed at the end of their first year and every three years thereafter by each Department whose course(s) they teach. Our accrediting agency, AACSB International, requires that we have “a clearly defined process by which we evaluate how faculty members contribute to the mission and maintain their qualifications.”

Relevant materials will be collected for the review and will be evaluated by the appropriate Department FAC who will make a recommendation to the Chairperson. The Chairperson will write a letter of evaluation and assessment to the faculty member, with copies to the appropriate Campus Dean, the Regional Campus Dean, and the College of Business Administration's Assistant Dean.

FIRST YEAR REVIEW: The appropriate Department Chairperson will review all syllabi and teaching evaluations for all College of Business courses taught during the first year. Syllabi and teaching evaluations for **each subsequent year** must be submitted and are maintained as documentation for AACSB maintenance of accreditation.

THIRD YEAR REVIEW: The appropriate Department Chair will review all materials outlined below for College of Business courses taught during the three year review period. The faculty member is responsible for providing the following information and compiling one report for each Department conducting a review:

Evidence of **teaching effectiveness** by providing the following:

- A. Statement of teaching philosophy (OPTIONAL)
- B. Courses taught during the 3-year period, with campuses and dates
- C. Representative course syllabi
- D. Representative course examinations and other materials
- E. Copies of published research, if appropriate, and/or other evidence of the scholarship of teaching

Evidence of **professional activity** by providing the following:

- (1.) A statement explaining how the faculty member has been professional active and
- (2.) An updated resume or C.V. which indicates evidence of recent:
 - A. Work experience/consulting related to teaching area
 - B. Professional development/training related to teaching area
 - C. Membership/leadership in related professional organizations

The faculty member is responsible for preparing a file with the above material and submitting it to his/her Regional Campus Assistant Dean. The RC Assistant Dean will add to the report or file the information listed below and send to the appropriate College of Business Department Chair.

The Regional Campus Assistant Dean is responsible for adding to the faculty member's report the following items and forwarding to the appropriate College of Business Administration Department Chair listed below:

1. Grade distributions
2. Student evaluations, including comments
3. Peer evaluation of teaching (OPTIONAL)

Please send the faculty member's complete file to:

_____ Department Chairperson's name