

Pre-Tenure Faculty Teaching Review Policy

Teaching review process for pre-tenure faculty

Revised October 2025

NOTE: *This policy applies only to tenure-track faculty. Teaching & Professional faculty have their own teaching review policy; see the Meadows Teaching & Professional Faculty policy document for details.*

All tenure-track faculty in the second and fifth years of their appointments in the Meadows School of the Arts must receive a teaching review from a tenured faculty member.

These Second-year and Fifth-year Teaching Reviews are particularly important in the professional development of Meadows faculty. The entire faculty is reliant upon the generous and thoughtful participation of experienced senior faculty to make the process meaningful and worthwhile.

Teaching Reviews are also recommended for all tenured faculty members every three to five years in the spirit of collegiality and continued professional development.

Process and Timetable

The faculty member's Chair/Director, with the consent of the faculty member under review, will appoint a senior tenured or emeritus faculty member to conduct the review.

Ideally, the second-year review should be conducted by a reviewer from the Department/Division/Institute of the faculty member under review, and the fifth-year review by a reviewer from a different Meadows or SMU Department/Division/Institute.

The primary objective of the review is to provide pedagogical feedback that will enable the faculty member to continue to grow and develop as an effective teacher.

The process may be customized, as necessary and appropriate, to create the best possible developmental experience. Details regarding matters such as, but not limited to, deciding upon the specific classes that should be visited and whether the process should carry over into the Spring Term are at the discretion of the faculty member and the reviewer.

The Teaching Reviewer will:

- Discuss matters of teaching philosophies, approaches, and strategies with the faculty member—both in general and with regard to the specific courses currently being taught;
- Review relevant course materials, including, but not limited to, syllabi, learning outcomes, course handouts, assessments, teaching portfolio materials, etc.;

- Review recent course evaluations, including narrative student comments;
- Make a minimum of two arranged classroom visits;
- Conduct a short focus group meeting with a small group of the reviewee's current and/or former students; and
- Write a brief written report that assesses the course materials, syllabi, learning outcomes, organization, instructional strategies, assignments, classroom content, presentation skills, appropriateness of assessments, comments from students, student achievement, and classroom interactions with students.

The Reviewer's report, provided to the faculty member under review, outlines—and brings to the faculty member's attention—his or her strengths, weaknesses, and opportunities for improvement. The report is also submitted to the Department/Division/Institute Chair/Director and it is included in the faculty member's dossier of materials reviewed in consideration for promotion and tenure.

It is crucial, both to the faculty member's continued success as a teacher as well as to the integrity of the role that the report plays in the promotion and tenure review process, that the report includes direct, detailed, and candid observations and information.

The Reviewer's report should be submitted to the faculty member and the Chair/Director by the end of February. If circumstances prevent this deadline from being met, the faculty member's Chair/Director may approve a later submission date up to May 1. The Chair/Director should forward a copy of the review letter to the Dean's Office for inclusion in the faculty member's personnel file.

Initiation and oversight of the Meadows Teaching Reviews is exclusively in the hands of the faculty member's academic unit and its Chair/Director. The Associate Dean for Faculty is not responsible for initiating and managing the process. The reports are submitted to the Associate Dean for Faculty (as described above), who is, of course, willing and prepared to provide Meadows Academic Chairs/Directors with any advice they might require and request regarding the process.