

Promotion Dossier Preparation and Evaluation

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APT Representative (teaching) 2016-2018 & 2020-2022

Teaching Faculty Ranks

- Lecturer
- Senior Lecturer
- Associate Professor of the Practice
- Professor of the Practice

Criteria – Promotion to Senior Lecturer

- Meets lecturer's criteria* (effective primary instructor, effective supervision of students, participant in curricular planning, course development,...)
- Excellence in teaching and service evidenced by annual performance reviews
- Develop new and effective teaching methods and materials
- Implement new courses or course components
- Maintains competence in area of expertise and enhance professional knowledge in areas important to curriculum
- Effectively advise and mentor students
- Typically, 3 years as lecturer or FT instruction or years of professional experience

*Promotion to next level builds on the criteria required for current level

Promotion Dossier

- Department report and chair's memo
- Teaching evaluations – scores – students' comments*
- Teaching statement
- Referees' letters
- Scholarly contributions: examples of course materials, description of innovative methods developed, publications and presentations

*Summary tables and examples

Calendar

- Fall – department committee assembles dossier, including referees' letters
- Early January: report to department chair
- Feb 1: dossier to Deans' office
- Spring – APT reviews dossier and makes recommendation to the Dean

Teaching Evaluations – Students' Comments

- Scores: 3.5-4 for standard University evaluation, above 4 for the Viterbi questions
 - upward trend – sustained level
- Students' expectations
 - Prepared – semester plan – lesson plan
 - Courteous – on time – respectful
 - Grade fairness
 - Learning advances their agenda (job, graduate school)

Referees' Letters

- (Senior) Lecturer: 3 – 4 letters from colleagues or other referees
- Associate Professor: 3 – 4 letters of which at least 2 are from arm's length referees of equivalent or higher rank
- Professor: 3 – 4 letters from arm's length referees of equivalent or higher rank

Information Available to Referees

- Course materials and students' evaluations
- CV and teaching statement
- Participation in engineering education societies and presentations at related conferences*
- ASEE – ASEE-Pacific SouthWest (PSW) – divisions of professional societies dedicated to engineering education
- ASEE-PSW conference at USC in Spring 2023

*Assoc. Prof.: having given lectures at local, state, or national meetings on teaching methods or educational issues, and having published articles, chapters or books, or conference presentations that advance pedagogy in engineering

Current Students

- Digital native – information available everywhere - always connected
- Grades and good performance are important
- Think they can multitask
- Favors active and cooperative learning
- Cannot be taught in the same way as previous generations

Active Learning

Learning is not a spectator sport. Students do not learn much just by sitting in classes listening to teachers, memorizing prepackaged assignments, and spitting out answers. They must talk about what they are learning, write about it, relate it to past experiences and apply it to their daily lives. They must make what they learn part of themselves.

(Arthur W. Chickering and Zelda Gamson – Seven principles for good practice in undergraduate education – 1987)

Professional Development

- USC and Viterbi Centers for Excellence in Teaching (CET)
- Regular workshops
 - Course learning objectives
 - Grading rubrics
 - Active learning strategies
 - Technology in the classroom
- Instructional designers' consultations – course design and teaching