Duties and Responsibilities of the
Director of Teaching Effectiveness

School of Mathematics

Version 2.0, June 9, 1999

The duties and responsibilities of the DOTE fall roughly into four broad categories

1. Developmental Duties
   - Provide initial developmental guidance for new faculty.
   - Identify problems with the teaching of untenured faculty members based on external evidence such as FA reports, student evaluations, and grade records.
   - Develop and help implement plans to improve the teaching of untenured faculty.
   - Suggest and vet choices of Faculty Advisors.
   - Insure that the timetables for developmental plans are followed.
   - Provide support for extracurricular and supercurricular teaching activities of faculty members.

2. Evaluation Duties
   - Insure that the evaluation process approved by the faculty is carried out on schedule.
   - Verify that reviews are adequately and accurately documented.
   - Vet the conclusions of the reviewers and make sure they are supported by the evidence. The Junior Promotion and Tenure Committee has the ultimate responsibility for teaching evaluations: in cases in which the DOTE and the reviewers cannot reach an agreement, the evaluation will be referred to the Junior Promotion and Tenure Committee.
   - Maintain a standard of uniformity and consistency with respect to wording, presentation, and conclusions for all reviews.
   - Identify excellence in teaching and initiate recognition and reward for excellent teaching.

3. Informational Duties
   - Maintain files for all untenured faculty.
   - Gather course grade and student evaluation results for all relevant courses and maintain data bases for evaluation purposes.

4. Representational Duties
   - Represent the School of Mathematics in matters concerning teaching on the Institutional level.
   - Develop policies regarding the general teaching mission of the School of Mathematics.