***Expedited Review Form***

**Department of Civil Engineering, Construction Management and Environmental Engineering**

Revisions: 12-2-14 bnb

*Attach in FAC180 the following:*

1. *Current CV with previous year’s accomplishments highlighted in* ***bold****. Scholarly accomplishments should be sufficiently detailed so that the reviewers can ascertain work completed.*
2. *Course CID documents*

|  |
| --- |
| Date:  |
| Name:  |
| Rank:  |
| Academic Year of Review: Last Comprehensive Year of Review: |

***Distribution of Effort***

|  |  |  |
| --- | --- | --- |
|  | % Effort in SOE | % Effort Actual |
| Student Related Responsibilities |  |  |
| Scholarly & Professional Development |  |  |
| Service |  |  |

***Affirmation of Minimum Expectations***

Teaching: *(Your checking of each affirms that you have satisfactorily completed the requirement)*

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| --- | --- |
| Review of prior course Course Improvement Audit (CIA) before preparation of course syllabus/outline in order to incorporate course improvement recommendations. |  |
| Adherence to course pre/co-requisite requirements.  |  |
| Syllabi (approved university format) that have ABET and course-specific outcomes as defined in the Content Strand document for the course, provided to students on the first day of class, and placed on the shared drive for archiving. |  |
| Maintain records that support the assignment of final grades and program assessment document (PAD) data collection; completion of the course CIA document by the end of the semester that the course is taught. CIA and PAD data are to be placed in the designated shared drive for archiving.  |  |
| Maintaining rigor in course expectations for student learning as demonstrated by grade distribution, student comments or other metrics determined by the instructor.  |  |
| Diligence to assure that other responsibilities do not take precedence over teaching and prompt feedback provided to students (graded homework and exams).  |  |
| The meeting of all scheduled classes (except for illness or prior notification of an absence approved by the department chair).  |  |
| Maintenance of a professional classroom environment, supportive of the learning outcomes, which includes the presentation of current and relevant information. |  |
| Holding an appropriate number of office hours per week and maintaining appointments with students. |  |
| Indication that students are aware of specific examples regarding academic dishonesty / working together that are allowed/disallowed in the class. |  |
| Demonstrates a commitment to upholding requirements of academic integrity. |  |
| Maintaining familiarity with program requirements and current electives being offered. |  |

Service *(Your checking of each affirms that you have satisfactorily completed the requirement)*

|  |  |
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| Comply with NAU mandates, such as eCERT, Sexual Harassment Prevention (SWALE) and FERPA training. |  |
| Participate and be fully engaged in departmental meetings and other departmental service. |  |
| Participate in program-level assessment and accreditation activities. |  |
| Provide the required number of daily campus visits. |  |
| Attend major departmental and college events such as IAB meetings, the UGRADS conference, and career fairs. |  |
| Attend graduation ceremonies and receptions dressed in academic regalia. |  |