

In-House Teaching and Research Seminars Process

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The In-House Teaching and Research seminars provide a forum for faculty to discuss research and teaching-related topics, problems, and opportunities; to become informed about the research endeavors of their colleagues; to exchange information and form collaborative linkages; to acquire new teaching and research tools and techniques; and to present their research ideas or papers and get input before presentations at professional conferences.

A request is sent at the start of each academic year (August/September) asking interested faculty to sign-up if they wish to present a topic during the year. If there are faculty already signed up from the preceding year, newer requests may be delayed until new slots are open. On the average, two seminars per semester are presented.

An announcement is sent out early each semester listing the upcoming seminars. The announcement includes information on the topics, presenters, dates, place, time, and duration. Another more specific announcement is sent out before each seminar presentation.

Presentations are generally interactive in nature; that is, questions and comments are encouraged during and after the presentation. Since faculty value visual aids and handouts, presenters are encouraged to incorporate them into their presentation. Presenters generally prepare their own handouts and arrange for all equipment needed.

During the presentation, an attendance sheet is circulated and sent to the Dean's office for record keeping. Also, an overall evaluation of the series for the academic year is conducted in the Spring. Since the purpose of seminars is to help faculty develop professionally, no specific presenter or presentation is evaluated.

Using the faculty input from the annual evaluation and the suggestions from the exit interviews with presenters, the topics and activities for the subsequent seminars are planned. This information is made available to the Dean and all faculty.