Evaluation of Teaching
Criteria for Evaluation of Meets Expectation/Satisfactory

Department/School: Biological Sciences

Chair/Director: Shiao Wang

Date: May 9, 2016

I. Criteria for All Teaching Personnel (tenure stream, instructors, adjuncts, teaching assistants, clinical faculty, professors of practice, etc.):

- Demonstrate an acceptable understanding of course material
- Adhere to the course description as provided in the University bulletin
- Provide a detailed syllabus to students during the first week of class. Syllabus should include expected learning outcomes, method of assessment, contact information,
- Present course material in an effective, organized and purposeful manner that adequately conveys concepts pertaining to the course
- Develop and use reasonable assessments of student learning
- Return graded assessments to students in a reasonable time period
- Maintain an accurate and permanent grade roster
- Make effective use of scheduled class time
- Encourage student learning by providing ample time for student questions
- Be punctual to class
- Determine, post, and maintain an acceptable number of office hours
- Make effective use of required course materials (textbook, digital content, etc.)

II. Additional Criteria for the Corps of Instruction (tenure stream and instructors only):

- Demonstrate reasonable effort for improvement of instruction through participation in faculty development
- Maintain a current understanding of course concepts through review of scientific literature, etc.
- Participate in course committees
- Teach expected number of hours each academic year to ensure course offerings reflect the current curriculum guidelines provided to students
- Attend at least one commencement each academic year
Comments/additional information (optional):