Evaluation of Teaching
Criteria for Evaluation of Meets Expectation/Satisfactory

Department/School: Chemistry and Biochemistry

Chair/Director: Sabine Heinhorst

Date: May 20, 2016

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

• Meeting of all scheduled class periods.
• Timely provision of a course syllabus with required contents (course objectives, topics outline, exam schedule, required materials, grading criteria, attendance policy, office hours, ADA policy.
• Teaching in accordance with course bulletin description.
• Clarity of attendance policy and grading criteria statements.
• Maintenance of a regular schedule of office hours.
• Provision of at least one substantial assignment, quiz or exam prior to the drop deadline.
• Proper grading of assignments (rubric, if applicable) and their expeditious return.
• Student evaluations (particular importance is assigned to questions regarding delivery of the course material, academic standards, instructor's focus on the material outlined in the syllabus, instructor's communication of importance of subject matter, and use of examples).

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

• Number of courses taught
• Innovative approaches or assignments used and their outcomes

Comments/additional information (optional):

Please note that graduate teaching assistants in our department teach the freshman and sophomore chemistry laboratories. They are not instructors of record.