Evaluation of Teaching (Provisional)
Criteria for Evaluation of Meets Expectations/Satisfactory

Department/School: Coastal Sciences
Chair/Director: Robert J Griffitt
Date: 6/16/16

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

- During the first week of the term, provides classes with a detailed syllabus that includes reading and writing assignments, attendance policy, timely methods of assessment, and other information required by the Faculty Handbook
- Hold class regularly and at the scheduled time. When the instructor must miss the class due to unforeseen circumstances, they make appropriate arrangements to find a replacement instructor or cancel class.
- Responds to student work thoroughly so that students may learn from the exercise and improve for the next. Written assignments and exams should be returned to students as soon as possible.
- Demonstrates teaching effectiveness through student course evaluations or through a combination of student evaluations and other evidence indicating the quality of teaching.
- Submits course grades by the final deadline for doing so

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

- Maintains regular office hours
- Participates in course committees
- Teaches normal load each semester/Teach the full complement of courses appropriate to one’s faculty situation and help ensure that the department is able to offer its full range of courses by accepting teaching assignments, which may include courses the faculty member does not ordinarily teach and, in some necessary cases, does not want to teach.
- Serves on graduate review committees (e.g., thesis, dissertation, portfolio, etc.), as appropriate to appointment

Comments/additional information (optional):