Evaluation of Teaching
Criteria for Evaluation

Department/School: School of Computing

Chair/Director: Andrew Sung

Date: May 31, 2016

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 and class policies that includes reading and writing assignments, if applicable, attendance policy, timely methods of assessment, and other information required by the Faculty Handbook.
- Meets classes regularly. In case the instructor should miss a class s/he must make provisions for covering the class in advance, barring emergencies, and notify the appropriate coordinator and office staff via email.
- Assigns student work on a regular basis and evaluates student work on a timely manner. Evaluation of student work would include appropriate feedback.
- Maintains regular office hours.
- Submits course grades by the final deadline.
- Demonstrates teaching effectiveness through student course evaluations, course contents and/or appropriate other evidence.

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

- Participates in course review committees
- Participates in curriculum committees
- Participates in academic advising
- Attends at least one commencement per year
- Teaches normal load each semester
- Serves on graduate review committees (e.g., thesis, dissertation, portfolio, etc.), as appropriate to appointment

Rating of *exceeds expectations*

- Items from list above
- Develops curricula, new courses, course materials, etc.
- Updates course content, format, etc.
- Supervises teaching assistants, lab assistants, etc.
- Supervises field work, undergraduate and graduate research, etc.
- Offers special problems, individual directed studies courses to students on a one-to-one basis
- Participates in teaching-oriented professional development
• Integrates additional dimensions into teaching (technology, service learning, field experiences, etc.)