Evaluation of Teaching
Criteria for Evaluation of Meets Expectations/Satisfactory

Department/School:  School of Criminal Justice

Chair/Director:  Lisa S. Nored

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

Professionalism
• Adheres to scheduled class meeting times
• Is reasonably available for student conferences and counseling; maintains appropriate office hours
• Submits grades (both mid-term and final), reports, etc. in a timely manner
• Maintains appropriate professional demeanor and classroom management in teaching situations
• Maintains high ethical standards of honesty and objectivity
• Adheres to university/college/department/school timelines, policies, and procedures (e.g., timely submission of syllabi, etc…)
• Regularly prepares for teaching
• Attempts to evaluate and improve teaching
• Engages in professional development aimed at improving teaching effectiveness
• Uses appropriate grading practice (s)

Content and Pedagogy
• Appropriate/relevant material covered in class
• Supporting educational material (e.g., handouts, electronic tutorials)
• Appropriate use of pedagogical resources
• Adherence to syllabus
• Appropriate syllabus content (ex: contains important deadlines for students; final exam day/time; grading scale).
• Effective use of technology
• Effective utilization of pedagogical innovations (as implicated)
• Timely, appropriate feedback to students on assignments, tests, and on student progress in general beyond grades (one grade before the drop deadline)
• Appropriate accommodations for students when warranted

Other Considerations:
• Instructional Assignments/Teaching Load
• New Courses/Course Revision
• Student Evaluations
• Peer Observation