Evaluation of Teaching
Criteria for Evaluation of Meets Expectations/Satisfactory

Department/School: Foreign Languages and Literatures

Chair/Director: Christopher Miles

Date: 5/19/16

I. Criteria for Teaching Personnel (tenure stream, instructors, and professors of practice):

- Teaching a standard load of courses as appropriate for individual faculty rank and teaching assignment
- Teaching assigned course load as appropriate to departmental needs
- Meeting, holding, and dismissing classes at the designated times and places
- As appropriate for sections and courses taught, preparing and/or distributing adequate syllabi
- As appropriate for sections and courses taught, coordinating with course coordinator and other instructors in multi-section courses on testing, quizzes, assignments, general course articulation, etc.
- Keeping regular, posted office hours
- Submitting grades in a timely manner
- Demonstrating teaching effectiveness (with consideration granted to levels taught), through student course evaluations at or above the departmental mean.
- Providing additional evidence of teaching effectiveness with syllabi, examples of innovative teaching, assignments, or projects, service-learning activities, self or peer evaluations, or other documentation

II. Criteria for Teaching Assistants:

- Teaching Assistants are expected to enroll in SPA/FRE 690 and attend orientation and training.
- Teaching assigned course load as appropriate to departmental needs
- Meeting, holding, and dismissing classes at the designated times and places
- As appropriate for sections and courses taught, preparing and/or distributing adequate syllabi
- As appropriate for sections and courses taught, coordinating with course coordinator and other instructors in multi-section courses on testing, quizzes, assignments, general course articulation, etc.
- Keeping regular, posted office hours
- Submitting grades in a timely manner
- Demonstrating teaching effectiveness (with consideration granted to levels taught),
through student course evaluations at or above the departmental mean.

III. Criteria for Adjuncts:

- Demonstrating teaching effectiveness (with consideration granted to levels taught), through student course evaluations at or above the departmental mean.
- An adjunct faculty load is to be set at a maximum of six credit hours per semester
- Teaching assigned course load as appropriate to departmental needs
- Meeting, holding, and dismissing classes at the designated times and places
- As appropriate for sections and courses taught, preparing and/or distributing adequate syllabi
- As appropriate for sections and courses taught, coordinating with course coordinator and other instructors in multi-section courses on testing, quizzes, assignments, general course articulation, etc.
- Keeping regular, posted office hours
- Submitting grades in a timely manner

Comments/additional information (optional):