Evaluation of Teaching
Criteria for Evaluation of Meets Expectation/Satisfactory

Department/School: History
Chair/Director: Kyle F. Zelner
Date: May 2, 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 that includes reading and writing assignments, attendance policy, timely methods of assessment, and other information required by the Faculty Handbook.
• Meets classes regularly. When the instructor must miss a class due to illness or travel out of town, s/he should make provisions for the class in advance if possible and notify the department office to cancel the class when advance notice is impossible. Classes should meet at the designated time and place.
• Delivers subject matter in a clear and organized manner.
• Responds to student work thoroughly so that students may learn from the exercise and improve. Written assignments and exams should be returned to students in a reasonable period.
• Submit textbook orders and grades (non-attending, interim, and final grades) on time (as established by the college and university).
• Demonstrates teaching effectiveness through quantified student evaluations (considered in relation to historic department norms); written student comments on courses; exit interviews; teaching portfolios that demonstrate examples of innovative teaching, assignments, or projects; service-learning activities; or peer evaluations.
• Enforcing university and department rules that uphold the academic integrity of the education process.

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

• Teaches graduate students and works with them towards completion of M.A. thesis and/or Ph.D. dissertations, as appropriate to appointment and field.
• Serves on graduate review committees (e.g., comprehensive exam, thesis, and dissertation), as appropriate to appointment and field.
• Participate in academic advising (as appropriate to department standards).

Comments/additional information (optional): None