Evaluation of Teaching
Criteria for Evaluation of Meets Expectations/Satisfactory

Department/School: Human Capital Development
Chair/Director: Cyndi Gaudet
Date: May 31, 2016

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

A. Course Organization
   1. Teaches content in accordance with course bulletin description.
   2. Develops and uses acceptable syllabus that includes: course objectives, topic outline, required materials, assignment/exam schedule, grading criteria, attendance policy, instructor contact information, office hours (on campus or virtual), and ADA policy.
   3. Makes syllabus available prior to first day of class.

B. Teaching Effectiveness
   1. Demonstrates current subject matter expertise.
      e.g., Demonstrates subject matter expertise; remains current in course and current developments in the discipline; participates in trade or professional associations relative to course content; works in a position/capacity with job responsibilities related to teaching assignment.
   2. Provides effective instruction.
      e.g., Incorporates integrative experiences and examples into course content; utilizes appropriate testing procedures; teaches relevant material as planned for in course syllabus; responds to student needs, questions, requests, concerns relative to course.
   3. Develops instructional skills.
      e.g., Uses results of assessment and student course evaluations to improve instruction; Uses appropriate teaching tools, simulations, etc. for course delivery; attends instructional design and development seminars/workshops.
   4. Demonstrates Innovative Approaches to Instruction
      e.g., Promotes student engagement through course design and delivery; Seeks new and innovative online and face-to-face teaching strategies.

C. Professionalism
   1. Adheres to University/College/Department policies and procedures.
      e.g., Textbook requests, submission of interim or final grades on time and as specified
   2. Maintains professional relationships with students.
      e.g., Adheres to policies stated in course syllabi; Posts and maintains office hours (on campus or virtual); Meets all classes on time and for entire period; Maintains gradebooks; Evaluates assignments and exams in timely manner.
3. Maintains professional relationships with staff.
   *e.g.*, Treats staff with courtesy and respect at all times; responds to requests in timely manner.

4. Maintains professional relationships with other faculty members.
   *e.g.*, Cooperates with other instructors for course scope and sequence; shares and develops successful, innovative instructional strategies with colleagues.

5. Maintains professional relationships with administrators.
   *e.g.*, Communicates with Department Chair, provides syllabi to department chair prior to start of class each semester; participates in assessment processes (SACS, College, Department) as appropriate; works collaboratively for curriculum improvement.

II. Additional Criteria for the Corps of Instruction (tenure stream and instructors only)
   A. Number of courses taught.
   B. Innovative approaches or assignments used and their outcomes.

III. Comments/additional information (optional)
    Faculty

   Department Chair