Evaluation of Teaching
Criteria for Evaluation of Meets Expectation/Satisfactory

Department/School: School of Library and Information Science

Chair/Director: Teresa S. Welsh, Director and Professor

Date: April 21, 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 assignments, attendance policy, timely methods of assessment, and other information required by the Faculty Handbook
• Responds to student work appropriately so that they may learn and improve; written assignments and exams are returned to students in a timely manner
• Delivers subject matter in a clear and organized manner
• Evaluates student performance according to specified criteria
• Demonstrates a pattern of teaching effectiveness through student course evaluations
• Submits course grades by the final deadline
• Maintains current teaching portfolio.

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

• Maintains regular office hours
• Participates in academic advising
• Attends one commencement per year.

Comments/additional information (optional):