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.
- Responds to student work thoroughly so that students may learn from the exercise and improve for the next. Written assignments and exams should be returned to students as soon as possible.
- Submits course grades by the final deadline for doing so.
- Demonstrates teaching effectiveness through student course evaluations or through a combination of student evaluations and other evidence indicating the quality of teaching.

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

- Maintains regular office hours
- Participates in course committees
- Participates in academic advising (as appropriate to department)
- Attends one commencement per year
- Serves on graduate review committees (e.g., thesis, dissertation, portfolio, etc.), as appropriate to appointment

Comments/additional information (optional):