Evaluation of Teaching
Criteria for Evaluation of Meets Expectations/Satisfactory

Department/School: Department of Mathematics

Chair/Director: Bernd Schroeder

Date: May 2016

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

• Completes all mandatory training sessions.
• During the first week of the term, provides classes with a detailed syllabus that includes the basis for assessing student performance, attendance policy and other information required by the University.
• Starts all classes on time.
• Meets classes regularly. When the instructor must miss a class due to illness or travel out of town, s/he makes provisions for the class in advance if possible and notifies students and the department office of cancellation of the class when provisions in advance are impossible.
• Written assignments and exams are returned to students as soon as possible.
• Submits course grades before the final deadline for doing so.
• In multi-section courses, communicates with the course coordinator regarding level of assessment.
• Demonstrates teaching effectiveness through student course evaluations. For the computation of the score, please see Appendix A in the Department of Mathematics’ Annual Activity Evaluation document under “Courses taught.”
• Interacts with students in a professional manner and works with students to meet challenges presented by life events, such as documented medical conditions, changes in work situation, deaths in family, etc.

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

• Maintains regular office hours
• Participates in course committees and department wide educational activities (e.g. PRAXIS II preparation sessions for licensure majors)
• For the corps of instruction, in addition to teaching evaluations, direction of undergraduate honors theses, MS theses and Ph.D. theses are considered in the evaluation of teaching effectiveness. For the computation of the score, please see Appendix A in the Department of Mathematics’ Annual Activity Evaluation document, sections II and III under “Teaching.”
• Submits teaching portfolio in time for annual evaluation.

Comments/additional information (optional):