Evaluation of Teaching
Criteria for Evaluation of *Meets Expectation/Satisfactory*

Department/School: Music

Chair/Director: Stacy Reischman Fletcher

Date: May 12, 2016

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

- Maintain and execute syllabi, class assignments, exams, assessments, class schedules.
- Maintain regular office hours and be accessible to students.

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

- Instruct a full load.
- Engage in two (2) of the remaining six (6) areas of teaching in ways that are documentable and significant.
  - curriculum development
  - augmenting professional skills and knowledge
  - committee work
  - recruitment
  - teaching overload
  - other defensible teaching activities

Comments/additional information (optional):

This is from our Annual evaluation document:

> If a faculty member engages in teaching a full load, plus three (3) additional teaching activities, they exceed expectations and their annual evaluation score will be a four (4).
>
> In addition to engaging in all activities required for earning a 4, an annual evaluation score of a five (5) is reserved for significant achievement, including externally reviewed, peer reviewed and/or adjudicated recognition of teaching activities. Faculty members who earn a five (5) far exceed expectations.
>
> Faculty not meeting expectations will receive annual evaluation scores in the following manner:

- Teaching a full load plus one (1) additional teaching activity falls short of meeting expectations and earns a score of two (2);
- Teaching a full load plus no additional teaching activity does not meet expectations and earns a score of one (1)