Evaluation of Teaching
Criteria for Evaluation of Meets Expectation/Satisfactory

Department/School: Physics and Astronomy

Chair/Director: Chris Winstead

Date: May 9, 2016

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

- Provides classes during the first week of any term with a detailed syllabus that includes all information required by the faculty handbook
- Teaches assigned course load as appropriate to departmental needs
- Regularly holds and dismisses classes at the designated time and place
- Makes provisions in advance for missed classes when possible or notifies the departmental office when advance notice is not possible due to unforeseen circumstances
- Submits grades by the grade submission deadline
- Covers course material described in the course description
- Establishes and follows a clear plan for evaluating and providing timely feedback on student performance
- Holds regular office hours in accordance with the faculty handbook
- Provides assessment data as needed for departmental analysis and reporting
- Interacts with students in a professional and respectful manner that encourages student communication with the instructor
- Student evaluations indicate teaching effectiveness and are consistent with historical averages for each course

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

- Teaches a range of courses as needed to support departmental objectives
- Participates in planning and review of course content as needed

Comments/additional information (optional):