Evaluation of Teaching
Criteria for Evaluation of Meets Expectation/Satisfactory

Department/School: Political Science, International Development and International Affairs

Chair/Director: Edward Sayre

Date: May 13, 2016

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

• Demonstrates teaching effectiveness through student course evaluations or through a combination of student evaluations and other evidence indicating the quality of teaching, specifically syllabi and peer evaluation. This includes receiving at least a 3.5 average over all items on the student evaluations.
• 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
• Keep regular office hours as described in the office hour policy of the department
• Meets expectations of professional behavior in the classroom

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

• Regularly review and update courses as needed in the field.

Comments/additional information (optional):

We are revising our annual review document and will include in that document a separate section for instructors that are not in the corps of instruction.