

Evaluation of Teaching

Criteria for Evaluation of *Meets Expectation/Satisfactory*

Department/School: School of Polymers and High Performance Materials

Chair/Director: Dr. Sarah Morgan (Interim)

Date: 05/15/2016

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 the following professional behaviors
 - teaching assigned course load as appropriate to departmental needs
 - meeting, holding, and dismissing classes at the designated time and place
 - preparing and distributing appropriate syllabi or other course materials
 - submitting grades in a timely manner
- Meets course standards for each course level as outlined by program
- Has student evaluations within the expected range for the university (i.e. within one SD of the mean). Comments are generally positive.
- As appropriate for sections and courses taught, coordinates with course coordinator and other instructors in multi-section courses on testing, quizzes, assignments, general course articulation, etc.
- Demonstrates teaching effectiveness (with consideration granted to levels and sections taught), through student course evaluations at or above the departmental mean or through established departmental evaluation mechanism.
- Provides additional evidence of teaching effectiveness with syllabi, examples of innovative teaching, assignments, or projects, service-learning activities, self or peer evaluations, or other documentation
- Sample course materials indicate courses that are well organized and contain indications of a “student-friendly” approach.

- There is no indication of any failure to meet the fundamental departmental expectations.
- For applicable courses, uses learning management system (e.g., Blackboard) effectively
- Sets high academic standards
- Delivers subject matter in a clear and organized manner
- Evaluates student performance fairly
- Is prepared for the classroom (speaking to the topic area, demonstrating preparation through logical and informative lectures, class exercises or other related pedagogical tools) Note - this could be measured by peer review or through student evaluations

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 departmental expectations)
- Attend commencement with graduating students as organized within the departmental rotation.
- Teaches normal load each semester/ Teach the full complement of courses appropriate to one's faculty situation and help ensure that the department is able to offer its full range of courses by accepting teaching assignments, which may include courses the faculty member does not ordinarily teach and, in some necessary cases, does not want to teach.
- Serves on graduate review committees (e.g., thesis and or dissertation), as appropriate to appointment
- Regularly attends departmental seminars (invited speakers, prospectus defenses, proposal defenses regardless of committee membership) and actively engages with the speaker