Annual Evaluation Criteria for Evaluation of Teaching

Department/School: Psychology

Date: May 26, 2016

Criteria for “Meets Expectations”
The Department of Psychology has established the following criteria for all teaching personnel (including tenured and tenure-track faculty, visiting faculty, clinical faculty, instructors, adjunct faculty and GAs). When relevant, differing expectations for tenured/tenure-track faculty and online faculty are indicated.

All teaching personnel are expected to:
  • Submit syllabi (electronic preferred) which includes the following information at the first class meeting and no later than the first week of the semester:
    o Course title
    o Instructor name and contact information, including office hours
    o Goals & objectives
    o Schedule for the semester
    o Methods of assessment including grading rubric
  • Ensure that the first day of class is an integral, meaningful class period
  • Start and end classes on time and meet the class at each scheduled meeting time throughout the semester. Missed classes due to travel, illness or other emergency should be coordinated with the Chair’s office. Advance notice is recommended via email to alert students of any changes to the regular meeting pattern.
  • Respond promptly to student emails and return student assignments promptly.
  • Submit course grades in a timely manner (including completion of the NA roster and the Interim grade, when applicable).
  • Demonstrate teaching effectiveness through student course evaluations and portfolio review (to include review of syllabi and other examples of teaching effectiveness). Numerical student evaluations are expected to fall within one SD of the university average (or departmental mean??) and student comments should be generally positive.
  • Demonstrate evidence of high academic standards (e.g., strategies to encourage critical thinking, writing assignments, including original sources among the required readings, etc.)
  • Maintain regular office hours

Additional criteria relevant to online instruction:
  • Active and consistent use of Blackboard to facilitate class activities
  • Lectures are prepared in advance and include some audio component, when applicable
• Online office hours are used regularly

**Additional criteria for Tenured and Tenure-track faculty:**

• Consistent support for graduate research including serving on, as well as chairing and directing thesis, dissertation and other research projects (including honors and undergraduate research)

**Additional criteria for those faculty included in the corps of instruction (this is not expected of graduate students or adjunct instructors, but is expected of tenured, tenure-track, visiting and clinical faculty):**

• Participates in academic advising