

College of Engineering and Computer Science

Guidelines to Support Evaluation of Lecturers and Instructors

All full-time lecturers and instructors shall be evaluated annually by their department chair or dean. This is done primarily based on the annual activity report filled out by the lecturer or instructor and student evaluations of teaching and on the peer teaching evaluation, if any.

To prepare for the evaluation, the lecturer or instructor will submit to the department chair or dean a report of her/his teaching and other assigned duties during the previous calendar year using the approved college form.

The lecturer or instructor shall be evaluated jointly in teaching and university/professional service. After evaluation the department chair or dean shall assign a numerical rating between 0 and 3 where 0 = unsatisfactory, 1=adequate, 2=meritorious and 3=outstanding. The criteria used to arrive at these ratings are to be uniform for all evaluations and are listed below. The overall rating for teaching and service will be determined by the department chair or dean based on the work assignment and conveyed to the individual instructor or lecturer in writing.

Teaching

Factors used in rating teaching performance include effectiveness of in-class teaching; teaching of workshops and continuing education courses; student advising; serving on thesis and dissertation committees, if eligible; supervising senior design, honors and independent study projects; developing new courses and laboratories, integrating new technologies in courses and attracting funds for laboratory equipment to support teaching.

Service

Factors used in rating the service performance include membership in department, college, program and university committees; chairmanship in committees; participation in student recruitment efforts; active participation in professional societies and their committees; and lectures to community groups.

Ratings

Unsatisfactory

A lecturer or instructor is rated overall as unsatisfactory if rated unsatisfactory for assigned teaching or assigned service as defined below.

Teaching:

The lecturer or instructor does not meet the requirements of an adequate level of in-class teaching performance. Unsatisfactory performance often leads to a significant number of valid student complaints. Examples of in-class teaching problems include:

- the lecturer or instructor does not seem prepared for classroom activities;
- the lecturer or instructor does not return examinations and assignments in a timely manner, does not manage the classroom well or is not available to students;
- on a regular basis, the lecturer or instructor shows up late for class, dismisses class early or does not show up for class at all;
- on a regular basis, the lecturer or instructor is not available during office hours.

Service:

There is little or no service activity demonstrated by the lecturer or instructor in the annual activity report. The lecturer or instructor does not meet the requirements of an adequate level of performance.

Adequate

A lecturer or instructor is rated overall as adequate if rated adequate for both teaching and service as defined below.

Teaching:

The lecturer or instructor in this category performs satisfactorily based on student evaluations and review of the relevant teaching materials. Adequate performance in teaching is represented by only few valid negative comments by students and, if available, an overall positive assessment by peers. Performance at an adequate level of teaching is typically demonstrated through:

- meeting with the class at scheduled times unless there are extenuating circumstances;
- being available during posted office hours;
- being prepared for the classroom;
- keeping course content current;
- Student evaluation of teaching average score above 3.5 (in questions 1 through 6).

Service:

The lecturer or instructor demonstrates most of the following in the area of service:

- regular and timely attendance at the department faculty meetings;
- fulfilling individual responsibilities to the department, including effective service on department committees as applicable;
- participation in student advising, open houses and other representative functions vital for the department;
- performing assigned service.

Meritorious

Assuming the lecturer or instructor has met the requirements for adequate performance, a combination of at least three measures such as those listed below can be used as evidence of meritorious teaching and service:

- preparing a course that the lecturer or instructor is teaching for the first time, creating new courses for the department, or making major modifications to a course;
- serving on a master's thesis or dissertation committee for a student graduating during that year or serving as a major advisor for a completed master's thesis or doctoral dissertation as permitted by University policy;
- effectively supervising independent study and honors projects;
- effectively integrating new technologies into classroom instruction;
- teaching/managing as course coordinator more than 300 student credit hours or teaching more than 12 credit hours in any term;
- Student evaluation of teaching scores on most courses above 4.0 in questions 1 through 6.
- publishing high quality technical reports, workshops, symposiums, conference papers or referred journal articles;
- having a teaching textbook or new edition published within the last two years;
- development and submission of high quality grant proposals to fund laboratory equipment to support teaching or research; receipt of grant award;
- receiving a teaching award from the college/university or national association within the last two years;
- serving as a session chair in a national conference;
- holding an office in a local or professional organization;
- reviewing for a journal or textbook;
- serving on college or university committees;
- serving as a guest speaker for area businesses, government or community organizations;
- holding positions of leadership in community or professional organizations;
- serving as advisor for student clubs;
- participating in department and college student recruitment activities;
- being invited to present research at another university or organization;
- performing excellent service to the department, college or university.

Outstanding

The lecturer or instructor who demonstrates activities in teaching and service that significantly exceeds expectations for meritorious is rated outstanding.

Special Notes

1. The evaluating department chair or dean will take note of the limited opportunities for lecturers and instructors to participate in committees, governance, and faculty development imposed by current union agreements and bylaws. The department chair and dean will be proactive in seeking to involve lecturers and instructors in college and departmental matters as well as seeking to provide resources for development activities.
2. This document may be revised and adapted as needed subject to necessary approvals.

Rebuttal

A lecturer or instructor who disagrees with the evaluation may send a written response to the department chair or dean. This rebuttal shall become part of the original evaluation, forwarded to all entities that received a copy of the evaluation and kept in the permanent college office file.

Approved by:
James E. Brandeberry, P.E., Dean
November 18, 2004