

## **CATALOG OF FACULTY DEVELOPMENT AND EVALUATION CRITERIA**

(The exemplars are not all inclusive for each criterion but do provide examples and extend the definitions of the criteria)

### **CATEGORY 1. EFFECTIVE CLASSROOM TEACHING**

#### **Criterion 1.1 Demonstrates subject matter mastery.**

##### *Exemplars*

- 1.1.01 Disseminates appropriate scholarly information to students.
- 1.1.02 Supplements textbook content with recent and relevant information.
- 1.1.03 Makes appropriate and timely changes in the course to reflect current information.
- 1.1.04 Chooses appropriate textbook and/or instructional materials for the course.
- 1.1.05 Inculcates appropriate cognitive, affective, and/or psychomotor skills in students.
- 1.1.06 Other

#### **Criterion 1.2 Designs course within a scheme of the overall curriculum.**

##### *Exemplars*

- 1.2.01 Distributes a course syllabus with clearly stated objectives, content, and requirements.
- 1.2.02 Includes relevant and meaningful exercises.
- 1.2.03 Plans for delivery of content relative to specific course and overall curriculum objectives.
- 1.2.04 Structures the course to meet the cultural and regional needs of students.
- 1.2.05 Other

#### **Criterion 1.3 Delivers instruction effectively.**

##### *Exemplars*

- 1.3.01 Motivates students to achieve their best.
- 1.3.02 Demonstrates appropriate and timely use of teaching strategies, i.e., higher order questioning, inquiry method, group discussions, simulation, independent study, analogies, parables.
- 1.3.03 Promotes learning approaches suitable to the course objectives, i.e., memorization, analysis, synthesis application.

- 1.3.04 Shows how the present topic is related to those topics that Have been or will be taught.
- 1.3.05 Changes instruction based on the results of monitoring.
- 1.3.06 Provides closure by summarizing and fitting into context what has been taught.
- 1.3.07 Maintains rapport with students.
- 1.3.08 Interacts and communicates with students in a positive professional manner.
- 1.3.09 Provides maximum use of class time for instructional activities.
- 1.3.10 Uses audio-visual and technological teaching aids effectively.
- 1.3.11 Other

**Criterion 1.4 Evaluates student achievement on identified criteria.**

***Exemplars***

- 1.4.01 Explains grading system in course syllabus.
- 1.4.02 Informs students of any modification of grading system as the course progresses.
- 1.4.03 Uses a variety of assessment techniques (papers, essay examinations, objective examinations, oral reports, etc.).
- 1.4.04 Uses evaluations in practica, laboratory, field-based activities, et al which are based upon. communicated observational criteria.
- 1.4.05 Provides feedback to students on tests, papers, oral reports and observations.
- 1.4.06 Keeps students informed of current grade in course.
- 1.4.07 Returns graded tests and papers promptly.
- 1.4.08 Other

**Criterion 1.5 Is available to students outside of class.**

***Exemplars***

- 1.5.01 Maintains adequate posted office hours.
- 1.5.02 Is available by appointment in addition to posted office hours.
- 1.5.03 Maintains rapport with students.
- 1.5.04 Interacts and communicates with students in a positive professional manner.
- 1.5.05 Other

**Criterion 1.6 Fulfills instructional administrative responsibilities.***Exemplars*

- 1.6.01 Meets all classes as scheduled.
- 1.6.02 Begin classes on time.
- 1.6.03 Holds classes for whole class periods.
- 1.6.04 Conducts final examinations as scheduled.
- 1.6.05 Files enrollment, attendance, and grade reports in accordance with university practice.
- 1.6.06 Submits textbook orders on a timely basis.
- 1.6.07 Is responsible for classroom/laboratory materials, supplies, equipment, and general condition.
- 1.6.08 Other

**CATEGORY 2. SCHOLARSHIP****Criterion 2.1 Continues scholarly self-development.***Exemplars*

- 2.1.01 Engages in relevant educational travel.
- 2.1.02 Subscribes to appropriate professional publications.
- 2.1.03 Attends professionally relevant events, i.e., conferences, readings, seminars, performances, exhibits, courses.
- 2.1.04 Produces unpublished research.
- 2.1.05 Completes an approved self-study to increase expertise in a relevant field
- 2.1.06 Participates in regular interactive discussion groups which treat scholarly topics.
- 2.1.07 Assimilates ideas from scholarly sources in a paper and Circulates paper in department.
- 2.1.08 Other

**Criterion 2.2 Demonstrates publication efforts.***Exemplars*

- 2.2.01 Submits articles to refereed or editor-evaluated journals.
- 2.2.02 Publishes a book or monograph.
- 2.2.03 Writes a chapter in a book.
- 2.2.04 Edits a journal or newsletter.
- 2.2.05 Produces a film or videotape.
- 2.2.06 Submits artistic creations, i.e., musical compositions, paintings, sculpture, for publication or exhibit.
- 2.2.07 Other

**Criterion 2.3 Presents papers or performs at professional conferences/meetings.**

*Exemplars*

- 2.3.01 Presents a paper at local, state, regional, or national meetings.
- 2.3.02 Presents a musical recital, dramatic reading, summary of research to a jury, panel, or audience of peers.
- 2.3.03 Chairs or participates in a panel presentation at local, state, regional, or national meetings.
- 2.3.04 Other

**Criterion 2.4 Adapts knowledge to the learning environment.**

*Exemplars*

- 2.4.01 Develops marketable instructional materials, i.e., workbooks, tests, study guides, teachers' manuals, laboratory manuals.
- 2.4.02 Develops or rewrites curriculum for a new or existing program.
- 2.4.03 Designs a new course or redesigns an existing course.
- 2.4.04 Other

**Criterion 2.5 Participates in scholarly research activities.**

*Exemplars*

- 2.5.01 Supervises student research.
- 2.5.02 Synthesizes research in a given problem area.
- 2.5.03 Completes proposal for a research project.
- 2.5.04 Collects data or develops theoretical concepts for a research project.
- 2.5.05 Completes a research project.
- 2.5.06 Reviews manuscripts for publication.
- 2.5.07 Other

**Criterion 2.6 Develops a product or item which is copyrighted or patented.**

*Exemplars*

- 2.6.01 Develops a product which is copyrighted.
- 2.6.02 Develops an item which is patented.
- 2.6.03 Other

**Criterion 2.7 Is active in faculty grantsmanship.**

*Exemplars*

- 2.7.01 Obtains external funding or tangible assets.
- 2.7.02 Is awarded a faculty research grant

- 2.7.03 Completes proposal for funded research, training, or Facilities project.
- 2.7.04 Reviews grant proposals or applications.
- 2.7.05 Other

**Criterion 2.8 Other**

**CATEGORY 3. SERVICE TO THE INSTITUTION, PROFESSION AND PUBLIC**

**Criterion 3.1 Advises students.**

*Exemplars*

- 3.1.01 Assists students to enroll.
- 3.1.02 Counsels regarding careers in field.
- 3.1.03 Informs students of checkpoints and deadlines.
- 3.1.04 Monitors student progress in courses.
- 3.1.05 Is available to advisees.
- 3.1.06 Other

**Criterion 3.2 Contributes to standing and/or ad hoc university committees.**

*Exemplars*

- 3.2.01 Holds membership on committees.
- 3.2.02 Attends meetings regularly.
- 3.2.03 Participates actively in committee activities.
- 3.2.04 Completes committee assignments.
- 3.2.05 Chairs committee.
- 3.2.06 Holds committee office.
- 3.2.07 Other

**Criterion 3.3 Participates in self-study activities.**

*Exemplars*

- 3.3.01 Serves on committee for departmental or institutional accreditation self-study.
- 3.3.02 Serves on committee for departmental or institutional program reviews.
- 3.3.03 Other

**Criterion 3.4 Provides specific contributions to the advancement of Institutional programs.**

*Exemplars*

- 3.4.01 Sponsors student organizations.

- 3.4.02 Participates in organized student recruitment activities.
- 3.4.03 Participates in faculty-staff meetings.
- 3.4.04 Provides advisory/consultative services to other university areas.
- 3.4.05 Serves as mentor for less experienced faculty.
- 3.4.06 Executes special assignments.
- 3.4.07 Other

**Criterion 3.5 Contributes to the profession.**

*Exemplars*

- 3.5.01 Holds membership in professional organizations related to Teaching field, area of expertise, and/or assignment.
- 3.5.02 Attends professional meetings at local, state, regional and/or national levels.
- 3.5.03 Holds office in professional organizations.
- 3.5.04 Serves on committees of professional organization.
- 3.5.05 Other

**Criterion 3.6 Provides consultative or advisory services to governmental agencies, public or private schools, and/or other public or service agencies.**

*Exemplars*

- 3.6.01 Consults or advises with such agencies on a specific project or in a continuous role.
- 3.6.02 Presents or directs a professional development program for such agencies.
- 3.6.03 Serves on boards or task forces of such agencies.
- 3.6.04 Other

**Criterion 3.7 Serves as an official representative of the university at public functions.**

**Criterion 3.8 Other**

**\*CATEGORY 4. PERFORMANCE OF NON-TEACHING/ADMINISTRATIVE DUTIES/ASSIGNMENTS**

**Criterion 4.1 Supervises practica.**

*Exemplars*

- 4.1.02 Supervises clinical experiences.
- 4.1.03 Supervises internships.
- 4.1.04 Supervises field experiences.

4.1.05 Serves on Entry-Year committees.

**Criterion 4.2 Leads an educational study tour.**

**Criterion 4.3 Manages a research project.**

**Criterion 4.4 Directs a workshop or conference.**

**Criterion 4.5 Directs or coordinates an academic program or administrative office.**

**Criterion 4.6 Chairs an academic department.**

*Exemplars*

4.6.01 Manages the instructional program effectively.

4.6.02 Manages departmental personnel effectively.

4.6.03 Manages finances and facilities efficiently.

4.6.04 Develops the department and its programs.

4.6.05 Provides academic leadership.

4.6.06 Other

**Criterion 4.7 Other**

\* Only activities which result in reduced teaching load qualify for CATEGORY 4.