

DEPARTMENT OF POLITICAL SCIENCE
EVALUATION STANDARDS CHECKLIST

VISITING ASSISTANT PROFESSOR/VISITING INSTRUCTOR/ VISITING LECTURER

Fall 2006

PREFACE

Some measure of interpretation is required in the implementation of any set of guidelines such as these. Interpretation of the guidelines in individual cases is the responsibility of the Chair. However, the expressed spirit and purpose of these guidelines is to establish minimum evaluation ranks associated with various levels of performance. If the Chair feels there are clear grounds to deviate from these standards in either direction, justification must be presented to the Committee of the Whole.

The Department shall elect by ballot each Fall a Peer Evaluation Committee of Department members to advise the Chair in the evaluation process. The Committee shall consist of three members and an alternate. The alternate shall attend all meetings and will participate when matters relating to another member of the Committee are at hand. The alternate member, if untenured, will not sit on review of the files of other untenured faculty. There will be no Committee chair. The Committee will consult with the Department Chair on general concerns and interpretations of the Evaluation Standards as well as review the Chair's initial decisions for each faculty member. The Committee will also serve to hear individual informal appeals. On any of these issues, the Department acting as a Committee of the Whole may be involved if it is deemed appropriate by the Chair or by the Peer Evaluation Committee. The Chair shall notify individuals of their evaluations so as to allow for an adequate period of time in order to resolve differences of interpretation. In all cases, the final decisions are the responsibility of the Chair but the Chair must notify the Peer Evaluation Committee of any deviation from their recommendations.

Adopted by unanimous vote of the committee on April 19, 2006.

INSTRUCTIONAL ACTIVITIES

In calculating student evaluation scores, a faculty member will include all courses evaluated as required by university policy and state law. All sections of an ITV course together count as one course. Instructors are expected to provide documentation wherever appropriate.

SATISFACTORY:

- _____ 1. Meets assigned classes regularly as scheduled including giving the final during the final exam period unless a prior arrangement has been made with the Chair..
- _____ 2. The visiting faculty member's scores shall average within one half of a standard deviation when compared to the college mean score.
- _____ 3. Keeps assigned office hours according to department policy.
- _____ 4. Syllabi must be complete and conform to University policy.
- _____ 5. Meets one of standards 7-15.

ABOVE SATISFACTORY:

- _____ 6. Meets standards 1 through 4 above except that the visiting faculty member's scores on the Student Perception of Faculty Instruction (SPFI) shall average plus one half of a standard deviation to less than 1 full standard deviation above the college mean score and meets three of standards 7-15.

- _____7. Teaches one new course of 3 credit hours or more or teaches a course previously taught as face to face as an ITV, M, or W course, otherwise documents substantial revisions to a course previously taught.
- or
- _____8. Has directed at least three student credit hours of independent research.
- or
- _____9. Has served in an advisory teaching capacity as faculty supervisor for at least one internship.
- or
- _____10. Publishes a workbook or study guide.
- or
- _____11. Coordinates the Department's internship program.
- or
- _____12. Serves the university by service bringing a noted speaker to campus.
- or
- _____13. Receives teaching or course development grant..
- or
- _____14. Successfully performs special advising services such as low-GPA/retention advisor.
- or
- _____15. Publishes an invited or editorially reviewed article on teaching and learning.

OUTSTANDING:

- _____16. Meets standards 1 and 2 above except that the faculty member's scores shall average at least one standard deviation more than the college mean score.
- and
- _____17. Meets three of 7 through 15 above.

NOTE: Instructors are given the opportunity to document activities that might not otherwise be revealed in the above categories or represent particularly outstanding accomplishment or service in teaching such as teaching upper division courses or taking an active role in teaching related workshops.

SERVICE AND PROFESSIONAL DEVELOPMENT

Faculty are expected to provide documentation wherever appropriate.

SATISFACTORY:

Must satisfy 2 of Standards 2 through 8.

- _____1. Must conduct at least two FTIC or Transfer student orientations.
- And
- _____2. Serves the university by service on an active departmental committee.
- or
- _____3. Serves the university by service on a college committee.
- or
- _____4. Serves the university by service with student organizations.
- or
- _____5. Serves the community by giving a professionally-related talk to a local or regional group, organization, public, private, or charter school; or in some other way shares professional expertise with public, private, or charter schools.
- or
- _____6. Serves the community by serving on a committee or as an officer for a local, regional, state, national, or international organization in profession-related service.
- or
- _____7. Leads a teaching related workshop for the department, college, university or profession.
- or

_____ 8. Conducts three additional FTIC and transfer orientations.

ABOVE SATISFACTORY:

Must satisfy Standards for Satisfactory **AND** 1 of Standards 9 through 14.

_____ 9. Serves the profession by serving as a reviewer for a professionally related book or article manuscript.

or

_____ 10. Publishes a book review in a professional journal.

or

_____ 11. Serves as an invited consultant to, spokesperson for, or keynote speaker at a local, state, regional, national, or international organization or meeting.

or

_____ 12. Serves as the chairperson for, a discussant on, or a roundtable participant of a panel at a state, regional, national, or international professional meeting.

or

_____ 13. Is funded on one service grant.

or

_____ 14. Serves as an officer, editor, meeting organizer or committee member for a state, regional, national, or international organization.

OUTSTANDING:

Must satisfy Standards for Above Satisfactory **AND** 2 of Standards 9 through 14 (with multiple participation allowed in 9-14)

NOTE: Faculty are given the opportunity to document activities that might not otherwise be revealed in the above categories or represent particularly outstanding accomplishment or service to the university, community, or profession. This includes presentation of research papers at professional meetings.

OVERALL EVALUATION:

In order to receive an overall outstanding evaluation, the faculty member must receive an outstanding in teaching plus at least satisfactory in service..

AWARDING OF EVALUATION MONEY

Evaluation money, insofar as possible, is to be awarded in the ratio of 3:2:1 based on the overall Evaluation evaluation assessments, respectively, of Outstanding, Above Satisfactory, and Satisfactory.

SPECIAL NOTES:

1. These standards reflect the minimum accomplishments necessary to achieve an evaluation of Satisfactory or above. Failure to achieve at least a Satisfactory rating will result in an evaluation of Conditional or Unsatisfactory. The decision on which below-satisfactory rating to assign in individual cases is made by the Chair and will be based on (1) the degree to which performance deviates from a Satisfactory level, (2) the likelihood that the below satisfactory performance can be improved, and (3) other considerations relevant to the individual case.

2. Other university duties are occasionally assigned for special activities such as administrative duties or other special projects. Since the nature of the assignments is variable, no attempt is made to specify evaluation in proportion to the total amount of time the assignment is weighted in the annual assignment form.

3. Faculty members who hold administrative positions are encouraged to teach and stay professionally active in the department. As a result, upon their request they may be evaluated by the chairperson using the department's standards. However, the judgments must be made

appropriate to the amount of contribution in each category. The standards which involve quantitative elements will be modified as appropriate. The instructor may request that the chair send this evaluation to his or her supervisor. Within the teaching category, the applicable guidelines for student evaluation scores must be met.