Analysis Tool: Lecturer’s Materials for Annual Report, Interim, Major and Continuing Reviews
(The department Director or designated Reviewer may use this tool)

The following aspects of teaching have been associated with teaching effectiveness. Please rate the lecturer on each of the following dimensions of teaching, indicating the sources of information used in the evaluation:

Sources of Information:

C – Course Evaluations completed by students
G – Goals for upcoming year
O – Observation
Sa – Self-assessment (strength/weaknesses)
Sy – Syllabi
V – Vita
A – Additional Information

SCALE: 0 – Does not meet expectations
       1 - Meets expectations
       2 - Exceeds expectations

Subject Matter Knowledge

Items to consider:

* vita suggests training or expertise in the field
* syllabi portray the current state of the field
* syllabi use readings reflecting current scholarship
* evidence of efforts to continue to develop new subject knowledge

Comments:
### Appropriate Presentation Style

* Items to consider:
  * materials presented indicate beliefs regarding active teaching styles
  * a variety of instructional techniques are utilized
  * student evaluations of instructor clarity are positive
  * student evaluations of instructor’s use of course/instructional time are positive

* Comments:

### Course Design and Planning

* Items to consider:

  **Completeness of syllabi**
  * course and instructor information
  * readings
  * learning goals and objectives clearly stated
  * policy on grading, academic misconduct, late work, absences
  * safety issues, accommodations for special needs
  * calendar of class activities
  * thorough descriptions of assignments and due dates
  * support services available
  * statement regarding academic assessment

  **Clarity/tone/professional appearance of syllabi**
  * overall clarity about rights, responsibilities, consequences
  * consistency with department or university policies
  * communicates in a helpful, positive tone
  * communicates the challenge/expectations of the course
  * furthers rapport and respect between student and instructor
  * formatted clearly
  * grammar and spelling correct

  **Appropriateness of course workload**
  * intellectually challenging experience/appropriately high expectations
  * reasonable breadth and depth of content coverage

* Comments:
Assessment

Items to consider:

- grading policies
  - evidence of frequent student feedback
  - syllabi describe fair policies, appropriate for course goals
  - syllabi respect student’s diverse talents and ways of knowing
  - self-evaluation shows appropriate sensitivity to student progress
  - student evaluations suggest that instructor uses questions appropriately and is concerned with student understanding
  - review of grading patterns suggests reasonable distribution of grades, given the course difficulty level, etc.

Comments:

Interaction with students

Items to consider:

- evidence of holding class regularly as scheduled
- evidence of providing students with a syllabus at the beginning of the course
- evidence that students are actively engaged in classroom or other learning environments
- availability of instructor to students outside of scheduled class times (Were office hours scheduled and kept?)
- evidence of clarity regarding grading policies/procedures
- pacing, voice tone, fluency, eye contact, rate of speech, and gestures all contribute positively to interactions
- students report reasonable degree of instructor interest and enthusiasm for the course material

Comments:
Efforts in Pursuit of Teaching Growth

* teaching self assessment statement describes continuous improvement efforts
* vita lists workshops/conferences attended, books read, etc.
* appropriate, measurable teaching goals for upcoming year are specified

Comments:

Other (as defined by individual units or department)

(This is where special considerations for lab instructors or clinical instructors might fit)

Comments:

For Lecturers III and IV only

Service Contributions

* contractual service duties listed in position description match those listed on evaluation form
* time commitment for service duties is appropriate to the position
* type of activities listed indicates an Employee fully engaged in the department and university

Comments:
Overall Rating of Lecturer:

_____ Meets all expectations
_____ Meets some, but not all expectations
_____ Does not meet essential expectations

Recommendation of Reviewer (for major and continuing reviews only):
_____ Re-appoint
_____ Re-appoint with remediation

Specify: _____________________________________________________

_____ Do not Re-hire

PHHS Director’s Comment: (This only pertains to LEOS from the Department of Public Health & Health Sciences)
Program Certification - CEPH
As you may be aware, we are seeking accreditation for our public health programs through the Council on Education of Public Health (CEPH). We are requiring our lecturers to use the approved CEPH syllabi template to achieve consistency across courses. The Curriculum Review Committee will continue to reach out to lecturers regarding syllabi for any public health courses you may teach related to our accreditation. Please respond timely to their requests so we may continuously update our records for CEPH and remain compliant.

Reviewer Feedback: