Lecturer’s Interim Review Feedback Form
College of Arts & Sciences

Lecturer:______________________    Lecturer I 〇 or III 〇(choose one)   Semester of Review:_______

The following letter codes are used to facilitate reporting and analysis of the Interim Review:

ME - Meets Expectations  PME – Partially Meets Expectations  NME – Does Not Meet Expectations

Please choose the corresponding letter code that reflects your analysis of the Lecturer’s aspects of teaching. These have been associated with teaching effectiveness. Please note, a comment is required for each heading.

Subject Matter Knowledge 〇 ME 〇 PME 〇 NME
Items to consider: Training or expertise in the field, evidence of the efforts to continue to develop new subject knowledge, currency in subject matter.

Comments:

Assessment of Student Learning 〇 ME 〇 PME 〇 NME
Items to consider: Grading policies, evidence of timely feedback to students, grading criteria appropriate for course goals, consistent/fair application of grading criteria.

Comments:

Course Design and Planning (completeness of syllabi) 〇 ME 〇 PME 〇 NME
Items to consider: Course and instructor information, readings-required and recommended, learning goals and objectives clearly stated, policy on grading, academic misconduct, late work, absences, calendar of class activities, descriptions of assignments and due dates, grammar and spelling correct, individual class session, indicates preparedness and appropriate design.

Comments:
Interaction with Students

Items to consider: Holds class regularly as scheduled, makes effort to actively engage students in classroom or other learning environments, availability of instructor to students outside of scheduled class times, and demonstrates reasonable degree of instructor interest and enthusiasm for the course materials.

Comments:

Service Contributions – Not Applicable for a Lecturer I

Items to consider: Time commitment for service duties is appropriate to the position, type of activities listed indicates a lecturer fully engaged in the department and university, demonstrated effectiveness in the lecturer’s service activities, clearly understood expectations are worked out with the chair of the department.

Comments:

Other

Reviewer can consider other additional teaching efforts and/or service activities that demonstrate the lecturer’s pursuit of professional development as a teacher and as a productive member of the department and college.

Comments:

Overall Reviewer’s Recommendations for the Interim Review:

- Meets Expectations
- Partially Meets Expectations, Improvement Plan Discussed and Listed Below

Improvement Plan

Areas Requiring Improvement

1. 
2. 
3. 
4. 
5. 

Suggested Plans to Resolve

1. 
2. 
3. 
4. 
5.