Analysis of Lecturer’s Materials for Annual Review III & IV
(The department chair or designee will fill out this form, and the lecturer will see it)

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
- T – Teaching Philosophy
- A – Additional Information

* Please circle relevant sources of information for each aspect of teaching below

**Subject Matter Knowledge**

* Items to consider:*
  * vita suggests training or expertise in the field (V T D A)
  * evidence of efforts to continue to develop new subject knowledge (D T A Sa)
  * teaching philosophy suggests currency in subject matter (Sa T A)

**Course Design and Planning**

* Items to consider:*
  * completeness of syllabi
    * course and instructor information (Sy Sa)
    * readings—required and recommended (Sy Sa)
    * learning goals and objectives clearly stated (Sy Sa)
    * policy on grading, academic misconduct, late work, absences (Sy Sa)
    * calendar of class activities (Sy Sa)
    * descriptions of assignments and due dates (Sy Sa)
    * grammar and spelling correct (Sy Sa)

**Comments:**
Assessment of Student Learning

Items to consider:

- grading policies
  - evidence of timely feedback to students (C O Sa Sy)
  - grading criteria appropriate for course goals (Sy Sa)
  - consistent/fair application of grading criteria (Sa O C Sy)

Comments:

Interaction with students

Items to consider:

- holds class regularly as scheduled (C Sa A)
- evidence of providing students with a syllabus at the beginning of the course (C Sa O A)
- makes effort to actively engage students in classroom or other learning environments
- availability of instructor to students outside of scheduled class times (C Sa)
- demonstrates reasonable degree of instructor interest and enthusiasm for the course material (C O Sa)

Comments:
Additional Efforts in Pursuit of Teaching Growth

* items to consider:
  * makes effort toward continuous improvement in teaching (Sa T A)
  * workshops/conferences attended, etc. (V Sa A)
  * university sponsored pedagogical workshops (Sa V A)
  * appropriate, measurable teaching goals for upcoming year are
    specified (Sa D A)

Comments:

Other (as defined by individual units or department)  C  G  O  Sa  Sy  V  A

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

For Lecturers III and IV only

Service Contributions

* items to consider:
  * contractual service duties listed in position description match those listed
    on evaluation form (V Sa A)
  * time commitment for service duties is appropriate to the position (Sa A)
  * type of activities listed indicates an Employee fully engaged in the
    department and university (Sa V A)

Comments: