

Faculty Evaluation - Rubrics and Departmental Policies

Department: **MATH**

Area of Study: **SEMS**

Last updated: 6/17/2024

Submission Deadlines for Faculty Evaluation Materials:

- Course materials and other required portfolio materials (recommended immediately after the spring semester, but must be before beginning of the following fall semester):
All course materials and portfolio materials are due the Monday after the end of the Spring semester
- Faculty Reflection Forms:
3 weeks after faculty receive Student Course Evaluation reports (or week 3 of the semester, whichever is later)

Department-specific requirements for Faculty Evaluation:

Standard, college-wide requirements for faculty members each year are found [here](#). Below are *additional* requirements beyond the college-wide requirements. (Any modifications to the standard college-wide requirements must be approved by your Dean and documented below.)

- Additional materials to be submitted (please note frequency: annually, in year 1 of cycle, etc.):
If course materials are required, faculty must also submit the appropriate “Course Questionnaire” for each course (linked [here](#))
- Specific course materials required (in years where course materials are submitted):
Each course evaluated should contain:
 - Questionnaire appropriate for the course (see below)
 - Syllabus
 - First Day Handouts
 - All tests and major assignments specific to your section of your course*

If you are teaching multiple sections of one course, we only need one submission for that course. The presumption is that all sections are comparable. If we are requesting a specific section, the section number and/or semester will be included in the email showing the details of your portfolio requirements.

*MATD 0370 instructors and NCBM 0222 instructors do not need to submit departmental final

*The following courses do not submit any tests:

- NCBM 0214 (ALEKS and non-ALEKS)
 - NCBM 0224
 - NCBM 0244
 - MATD 0421
- When submitting course materials, submit materials for:
2 courses in year 3 of cycle, more may be assigned for faculty in their first 3 years teaching for the department (you will be notified which courses you should submit in advance of submission)
- Submit Faculty Reflection Forms for summer semester:
No
- Additional Department-specific *Administrative Performance* requirements in addition to College requirements:
No additional requirements
- Additional Department-specific expectations for *Professional Service* (full-time faculty only) in addition to College requirements:
All full-time faculty must serve on at least one course committee and are expected to participate in Department Meetings
- Other department-specific instructions:
No additional requirements

Departmental Faculty Evaluation Process:

Please describe how your department handles evaluations from the time items are submitted until the Department Chairs signs off on the evaluations. If the process is different for full-time and adjunct faculty, be sure to describe those differences:

- Full-time faculty serve as peer reviewers for all course materials. Course materials for each class submitted will be reviewed by two peer reviewers, who will also consider whether course-specific policies (posted on the Math Department internal Course Info webpages for each course).
- For adjunct faculty, course materials and peer reviewer reports are forwarded to an Assistant Department Chair for further review, including consideration of prior year evaluations, the Faculty Reflection Form, and Student Course Evaluation results. These reviews are then forwarded to the Department Chair for further review and approval
- Full-time faculty course materials and peer review reports are forwarded to the Department Chair for review and approval

Departmental weighting of criteria in determining *Overall Rating*:

Fill in departmental weighting below:

Weightings:

| | | Full-time | Adjunct |
|---------------------------------------|---|------------|------------|
| Teaching and Student Learning: | | | |
| | Instructional performance (required: at least 40%) | <u>50%</u> | <u>50%</u> |
| | Student feedback and faculty reflection (required: between 20% and 30%) | <u>25%</u> | <u>25%</u> |
| | | | |
| Professional Responsibilities: | | | |
| | Administrative performance (required: at least 5%) | <u>5%</u> | <u>15%</u> |
| | Professional development and growth (required: at least 5%) | <u>5%</u> | <u>10%</u> |
| | Professional service (Required for full-time only, required: at least 15%) | <u>15%</u> | |

Departmental Rubrics to be used in determining ratings:

- All rubrics: *here*

OR

- Instructional performance rubric: *Link*
- Student feedback and faculty reflection rubric: *Link*
- Administrative performance rubric: *Link*
- Professional development and growth rubric: *Link*
- Professional service (Required for full-time only) rubric: *Link*