

Faculty 2nd and 4th year evaluation checklist:

A. Excellence in teaching

- (1.) Thoroughness of academic preparation for courses.
- (2.) Adequacy of syllabi.
- (3.) Punctuality and regularity in meeting classes.
- (4.) Effectiveness in the classroom (for example, as demonstrated by student evaluations of the instructor, student performance, and evaluation by the Department Chair).
- (5.) Stimulation of intellectual curiosity and growth among students.
- (6.) Fairness and compassion in the treatment of students.
- (7.) Scheduling of and keeping adequate office hours.
- (8.) Service as an effective academic advisor.
- (9.) Careful record keeping of grades and attendance.
- (10.) Innovation: teaching techniques, content, pedagogy.
- (11.) Interdisciplinary Teaching: Integrating curricula, supporting colleagues' teaching, utilizing local experts.

B. Professional Growth and Scholarship for the Baccalaureate Program

- (1.) Professional, ethical, and courteous conduct and attitudes in relation to the institution, colleagues, and students.
- (2.) Continuing professional and personal growth relating to:
 - a. Participating in in-house development.
 - b. Professional memberships.
 - c. Attendance at professional meetings.
- (3.) Scholarly research (or comparable work).
- (4.) Scholarly exhibits, performances, presentations, or publications (or other appropriate professional activities).

C. Service

- (1.) To the college, including
 - a. Participation in departmental, divisional, and college meetings and business.
 - b. Service on committees. [Not applicable to evaluation of second year faculty who were not placed on committees during their first year.]
 - c. Advising student organizations or otherwise supporting the student body.
 - d. Participation in extracurricular activities and special events of the college.
 - e. Participation in formal convocations and graduations.
- (2.) To the community in which one resides, including
 - a. Such service as improves the professional standing of the individual.
 - b. Such service as contributes to the prestige of the college.
 - c. Positive visibility within the community.