

Appendix G-2: Teaching: Common Responsibilities

Teach 27 - 30 credits (1.0 FTE) (or equivalent with reassigned time)

Evaluation criteria:

- Completion of the table with courses taught and enrollment numbers *
- Narrative criteria:
 - Detail activities completed for reassigned time and justification for agreed credits (if applicable) *

Demonstrate command of subject matter

Evaluation criteria:

- Narratives clearly explain command of subject matter *
- Possible methods to use in justification
 - Narrative discusses updates in the field
 - Successfully complete QM review
 - Peer evaluation by a subject matter expert
 - Discussion of student evaluation data
- Student evaluations (question 3) and student comments as related to this area *

Convey course content effectively to students

Evaluation criteria:

- Narratives show content delivered effectively *
- Possible methods to use in justification:
 - Activities in classes that are meaningfully sequenced to support learning.
 - Variety of learning strategies and individual supports used within teaching.
 - Classroom observations and peer observations
 - Assessment data showing student success
 - Discussion of student evaluation data
- Student evaluations (question 1) and written comments as related to this area *

Assess student learning

Evaluation criteria:

- Narratives show assessment data were collected, analyzed, and utilized. *
- Possible methods to use in justification:
 - Describe assessment activities on the course level and, if appropriate, the program level.
 - Describe changes made to courses based on the assessment.
 - Describe changes to program based on the assessment.
 - Discuss student evaluation data
 - Discuss assessment reports generated

Demonstrate revision and updates of curricula

Evaluation criteria:

- Narratives show updates to course content *
- Possible methods to use in justification
 - Discuss updated/revised pedagogy
 - Discuss updated/revised activities and assessment
 - Discuss incorporation of new technology
 - Discuss student evaluation data
 - Discuss changes in syllabi
 - Discuss changes in instructional materials (textbook, hand-outs, videos, etc.)

Demonstrate leadership in teaching

Evaluation criteria:

- Narratives show leadership in activities related to teaching
- Possible methods to use in justification:
 - Taking the lead on a program review and/or program assessment
 - Taking the lead in course assessment (writing assessment reports)
 - Taking the lead on course revision
 - Participating in General Education certification
 - Participating in General Education alignment
 - Successfully developing a Quality Matters approved course
 - Performing duties as the “Lead” Instructor for a Quality Matters approved online course
 - Mentoring other faculty

Note: * denotes required elements

Note: Parenthesis includes recommended documentation.