

# Computer Science Department College of Arts & Sciences State University of West Georgia

## Criteria For Evaluation- Non-Tenure Track and Part Time Faculty August 22, 2001

---

### I. Requirements:

The Computer Science Department requires non-tenure track and part-time faculty members demonstrate documented levels of performance in areas of Teaching and Service to the Department. This document describes the minimum criteria and requirements.

### II. Areas of Evaluation

The areas of evaluation listed below will be used to reach judgments about the faculty member's performance. The Computer Science Department believes that our primary mission is Teaching and Instruction. We further recognize the obligation for Service to the Department.

**Teaching:** The faculty member must document good teaching performance based upon the quality of the students' evaluation of the faculty member, classroom visitations by the Department Chair and peer review. A written evaluation report is submitted by each evaluator (see Appendix I). Evaluation of Teaching must include consideration of written and oral English proficiency. Further the faculty member has regularly met classes and used/followed departmental syllabi.

**Service to the Department:** The faculty member must document good performance based upon participation and involvement with department service appropriate to the faculty's role. This may include memberships of departmental committees and advising students' organizations.

**Appendix I**  
**Observation Form**

State University of West Georgia

College of Arts & Sciences

Computer Science Department

Observation Form

At least once during the semester the Chair of the Department as well as a tenured faculty member of the Department will observe your class and provide feedback to you about that observation. Attached you will find the observation form that the faculty observer will be using.

With the agreement of the observer, you may choose which class the observer will visit. You may wish to choose a class that demonstrates the range of your teaching style and showcases your ability as a teacher. In such cases, you may also meet with your faculty observer to discuss your syllabus, the particular objectives for the class on the day of the observation, and the logic behind how this particular lesson fits into your syllabus as a whole. After the observation you will have the opportunity to provide a self-evaluation to be attached to the observation form, which will form a part of your personnel file in the department.

Instructor: \_\_\_\_\_  
Observer: \_\_\_\_\_  
Course number and section: \_\_\_\_\_  
Date and time: \_\_\_\_\_  
Building and Room number: \_\_\_\_\_  
Number of students attending: \_\_\_\_\_  
Number of students enrolled: \_\_\_\_\_  
Content of lesson: \_\_\_\_\_

A. This class consisted of: (check all that applies)

Lecture                       Lab

B. Please evaluate the instructor in the following categories:

(1—not at all; 2—slightly; 3—to some extent; 4—to a great extent). The instructor:

Preparation / Organization

|    |   |   |   |   |   |
|----|---|---|---|---|---|
| 1. | Displays a command of instructional content | 1 | 2 | 3 | 4 |
| 2. | Conducts class in an organized way          | 1 | 2 | 3 | 4 |
| 3. | Clearly states what is expected of students | 1 | 2 | 3 | 4 |
| 4. | Explains ideas clearly                      | 1 | 2 | 3 | 4 |
| 5. | Is well-prepared                            | 1 | 2 | 3 | 4 |

---

Presentation

|    |  |   |   |   |   |
|----|--|---|---|---|---|
| 1. | Presents material in an effective manner         | 1 | 2 | 3 | 4 |
| 2. | Displays self-confidence in his/her presentation | 1 | 2 | 3 | 4 |
| 3. | Speaks audibly and clearly                       | 1 | 2 | 3 | 4 |

Classroom ethos

|    |   |   |   |   |   |
|----|---|---|---|---|---|
| 1. | Gives students the opportunity to ask questions                 | 1 | 2 | 3 | 4 |
| 2. | Is careful and precise in answering questions                   | 1 | 2 | 3 | 4 |
| 3. | Gives equal opportunity to all students to participate in class | 1 | 2 | 3 | 4 |
| 4. | Encourages student participation/involvement                    | 1 | 2 | 3 | 4 |
| 5. | Seems to have a good rapport with students                      | 1 | 2 | 3 | 4 |
| 6. | Seems to enjoy teaching   | 1 | 2 | 3 | 4 |

Please comment on Instructor's strengths:

Suggestions for improvement:

How well does the lesson relate to the objectives of the course as a whole?

Observer's signature: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Chair's signature: \_\_\_\_\_

Please attach a syllabus to this observation form.

Additionally, the instructor is welcome to provide a self-evaluation, which should also be attached to this observation form.

Approval Page  
Accepted by the Faculty of the Department of Computer Science  
On July 20, 2002.

---

Chair Date

---

Dean Date