

College of Arts and Sciences Guidelines on Teaching Evaluation

College, Department, and Faculty Responsibilities

The UND Policy on Teaching Evaluation as approved at May 1, 2003 Senate meeting (appended) sets out the expectations regarding the evaluation of teaching at the University. At the same time, it leaves to each college the responsibility to ensure that evaluation of teaching is conducted in a fair and reasonable manner, and with as much consistency as possible. Because the diversity of departments in the College of Arts and Sciences requires a certain amount of flexibility in the system, the College delegates to each department responsibility for: (1) making expectations and evaluation processes clear to those being evaluated, and (2) determining how much weight to give to different kinds of evaluation data. Policies developed by the departments shall become a part of their bylaws and copies of said policies shall be kept on file in the College main office. In all reviews, instructors are expected to cooperate with their departments to provide the data required.

Supporting Data

In keeping with University policy, the College requires that a minimum of three different sources of data be used in the evaluation of teaching, with one of those sources being students. It is the responsibility of the instructor, in collaboration with the department, to indicate on the “Faculty Evaluation Checklist” what sources of data have been used in the evaluation process, and to submit the appropriate materials to the College office. Note that UND policy now requires that the teaching performance of all instructors regardless of rank or tenure status be evaluated annually. This includes graduate teaching assistants, visiting and temporary professors, as well as part-time and full-time lecturers.

Evaluation

Based on the data reviewed, the department will evaluate each instructor’s teaching, provide a narrative commentary, and assign a descriptive rating based on the following categories (as indicated on the College “Faculty Evaluation Form”): Significantly Exceeds Expectations, Exceeds Expectations, Meets Expectations, Falls Short of Expectations, and Falls Significantly Short of Expectations.

Resources for Teaching Evaluation

Both departments and individuals may find additional information related to the evaluation of teaching at the Office of Instructional Development (OID) website: <http://www.und.edu/dept/oid/>