

Evaluating Lecturers in the University Honors Program

The *CSU Stanislaus Evaluation Policy & Procedures for Temporary Faculty* (34/AS/13/FAC) and evaluation timeline are available here:

<https://www.csustan.edu/fa/evaluation-temporary-faculty>

Please note that full-time temporary faculty and temporary faculty with 3-year appointments are evaluated by a peer review committee of tenured faculty empaneled by their home department (34/AS/13/FAC Section 4.1 and 4.6).

The University Honors program annually reviews part-time recurring faculty members who teach courses offered exclusively through the Honors Program as a requirement for reappointment. Part-time instructors of cross-listed classes and classes taught in other disciplines (i.e. a course prefix other than HONS) are evaluated in the home department to benefit from the disciplinary expertise of tenured faculty in those departments.

The University-approved anonymous student evaluation form (e.g. SPOT and IDEA prior to Fall 2019) is the principal evaluation method. All faculty are required to conduct student evaluations in no less than 50% of all courses per year with a minimum of one course per semester (33/AS/13/FAC – *Policy on Student Evaluation of Teaching*).

In addition to the anonymous student evaluations, the Honors Program Co-Director (or a tenured faculty member who teaches in the Honors program designated by the Co-Director) may review syllabi, course assessment methods, and/or observe part-time lecturers in the classroom during the semester.

We use the criteria listed on the following in-class observation form to aid in identifying weaknesses and strengths in teaching performance. If weaknesses are found, the Honors Program makes a commitment to help the lecturer improve. This might include faculty mentoring and training workshops.

The result of this process is a letter that goes to the Dean. A copy of this letter, along with the Dean's written evaluation, is also placed in the lecturer's personnel action file and provided to the lecturer.

California State University, Stanislaus

Instructor _____

University Honors Program

Course _____

Classroom Observation Form

Date/Time _____

3 = More Than Satisfactory 2 = Satisfactory 1 = Less Than Satisfactory N/O = Not Observed

1	Provides students with a course syllabus that includes testing/grading policy	3	2	1	N/O
2	Informed students of class period objectives and outcomes	3	2	1	N/O
3	Prepared for class	3	2	1	N/O
4	Conveyed sense of professionalism in classroom	3	2	1	N/O
5	Created and encouraged student interest in class	3	2	1	N/O
6	Demonstrated enthusiasm for/about subject	3	2	1	N/O
8	Provided clear definitions for subject matter	3	2	1	N/O
9	Illustrated concepts with examples	3	2	1	N/O
10	Provided opportunity for students to respond to and/or raise questions	3	2	1	N/O
11	Taught content commensurate with course level and course/program learning outcomes	3	2	1	N/O
12	Provided students with appropriate feedback	3	2	1	N/O
13	Reviewed material at end of class	3	2	1	N/O
14	Made clear and concise assignments	3	2	1	N/O
15	Demonstrated positive rapport with students	3	2	1	N/O
16	Communicated respectfully and clearly	3	2	1	N/O
17	Meets class regularly and on-time in accordance with the modes of instruction and learning in the Class Schedule	3	2	1	N/O
18	Develops and applies assessment methods that measure progress on course/program learning outcomes	3	2	1	N/O

18 Comments:

Evaluator _____

Director (if different) _____