

## **Evaluating Lecturers in the Geography Program**

The Geography Program annually reviews our recurring lecturer faculty. The anonymous student evaluations (e.g. SPOT and IDEA) is the principal evaluation method just like it is for the rest of us. 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).

Temporary faculty in a three-year appointment shall be evaluated in the third year of the appointment. The evaluation by a peer review committee shall consider the faculty's cumulative work performance during the entire three-year period and shall rate the faculty member as either satisfactory or unsatisfactory (34/AS/13/FAC – CSU Stanislaus Evaluation Policy and Procedures for Temporary Faculty).

Besides the anonymous student evaluations, we visit lecturer faculty in the classroom, review syllabi and/or course assessment materials. If there is any potential concern, an additional end-of-semester student evaluation may be warranted to diagnose any problems. These three forms of evaluation may be used by the lecturers in “applying” for an assignment here or elsewhere. They can also be used to identify weaknesses in teaching performance. If weaknesses are found, we as a department will make a commitment to help them improve if they desire our help. This might include faculty mentoring and training workshops.

The following is an example of an evaluation form. It is strictly an example. The observer has the right to modify any of the elements, or he or she could replace the form entirely with something more appropriate. Note that the attached form includes a N/O option that means not observed.

**California State University, Stanislaus – Geography  
Lecturer Faculty Observation Form**

**Instructor** \_\_\_\_\_  
**Course** \_\_\_\_\_  
**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	Meets class regularly and on--time, according to the mode of instruction and learning set by the department chair.	3	2	1	N/O
3	Adheres to the program and course learning outcomes.	3	2	1	N/O
4	Prepared for class.	3	2	1	N/O
5	Informed students of class period objectives.	3	2	1	N/O
6	Followed class objectives in presentation and activities.	3	2	1	N/O
7	Conveyed sense of professionalism in classroom.	3	2	1	N/O
8	Created student interest in class.	3	2	1	N/O
9	Demonstrated enthusiasm for/about subject.	3	2	1	N/O
10	Provided clear definitions for subject matter.	3	2	1	N/O
11	Illustrated concepts with examples.	3	2	1	N/O
12	Provided opportunity for students to respond or raise questions.	3	2	1	N/O
13	Taught content commensurate with course level.	3	2	1	N/O
14	Provided students with appropriate feedback.	3	2	1	N/O
15	Reviewed material at end of class.	3	2	1	N/O
16	Made clear and concise assignments.	3	2	1	N/O
17	Develops assessment methods and grading policies that measure progress towards appropriate course goals.	3	2	1	N/O
18	Demonstrated positive relationship with students.	3	2	1	N/O
19	Communicated in an understandable manner.	3	2	1	N/O

Comments:

Observer \_\_\_\_\_ Chair/Coordinator \_\_\_\_\_ Instructor \_\_\_\_\_

Copies to Department P/T Faculty folder and Instructor

