

Columbia College Chicago

College-Wide Criteria for Performance Evaluation of Part-Time Faculty Teaching

The following criteria incorporate the characteristics of good teaching practice that the college expects from all part-time faculty. To accommodate the diversity of pedagogic practices across the college's academic programs, departments may add criteria with the approval of the dean of the school. Chairpersons or their designees are responsible for communicating the college and department criteria to part-time faculty members. (Please see policy statement on Performance Evaluation of Part-time Faculty.)

Criteria for Performance Evaluation

A. Knowledge of Subject Matter

The instructor demonstrates mastery of the course content and current knowledge of, and active engagement in the discipline in which he or she teaches.

B. Teaching and Student Learning

The instructor: 1) implements student learning outcomes from Master Syllabus; 2) demonstrates teaching skills that effectively facilitate student learning; 3) uses activities; assignments, and course materials appropriate to the learning outcomes; and 4) provides opportunities for student participation.

C. Grading and Assessment

The instructor: 1) uses varied and appropriate methods for evaluation of student performance; 2) provides students timely feedback on assignments and exams; 3) grades appropriately and consistently; and 4) participates in (or cooperates with) the department's assessment of student learning outcomes if requested.

D. Professional Conduct

The instructor: 1) arrives on time and prepared for class; 2) uses entire class time for student learning; 3) provides current syllabi consistent with college guidelines; 4) acts in a professional and equitable manner to all students; 5) is available to meet with students outside of class for counseling and advising; 6) follows established college and department policies and procedures; and 7) adheres to common standards of professional integrity.