Memorandum on evaluation criteria for NTT positions in the History department

Date: February 19, 2016

To: Kriste Lindenmeyer, Dean, FAS-C; Howard Marchitello, Associate Dean of the Graduate School

From: Lorrin Thomas, Chair, History department

The History department faculty will evaluate NTT members of the department using the criteria described below.

I. Excellence in teaching, to be defined in all of the following ways:

• Demonstrated effectiveness in communicating course material, via lectures and/or guided discussion

• Effective organization of course material, as shown in clear course syllabi that communicate requirements, structure of course, and learning goals

• Careful grading of student work, accompanied by feedback that helps students to improve the quality of their work, not matter what their skill level

• Responsiveness to student questions, interests, and concerns related to the course

Evaluation of teaching excellence will be performed using the following tools:

• Reports of classroom observation by the department chair

• A teaching portfolio prepared by the NTT candidate for review, including a personal statement of teaching philosophy, syllabi, and other instructional materials

• Teaching evaluation surveys

• Letters and other feedback from students

2. Service to the department and to the campus, to be defined in one or more of the following ways:

• Participation in department-level discussions and decisions about major requirements and curriculum

• Support and encouragement of majors through informal mentoring and participation in student-oriented activities

• Contribution to academic and/or student-oriented programs outside the department, which contribute to the mission of educating students at FAS-C.