

PROBATIONARY EVALUATION CRITERIA – WITH INDICATORS

1. Demonstrates/maintains content expertise by:
 - a) possessing appropriate credentials and instructional experience;
 - b) maintaining currency in the field;
 - c) engaging in professional development.
2. Instructs effectively by:
 - a) using appropriate methods and technology;
 - b) planning and preparing lessons and presentations;
 - c) evaluating student work effectively with timely, appropriate feedback;
 - d) adhering to curriculum guidelines;
 - e) adhering to grading policies and standards.
3. Promotes student learning by:
 - a) establishing a positive environment;
 - b) stimulating student interest in the course content
 - c) engaging students;
 - d) responding to feedback.
4. Relates to students effectively by:
 - a) demonstrating and promoting respectful interactions with and among students;
 - b) respecting student' diverse backgrounds, experience and needs;
 - c) posting and maintaining office hours.
5. Manages course effectively by:
 - a) ordering textbooks in a timely manner;
 - b) providing a course outline in the first week of class;
 - c) submitting administrative forms in a timely manner;
 - d) submitting course grades on Web for Faculty by the deadline.
6. Engages in curriculum/program design and renewal by:
 - a) participating on curriculum committees (where able to);
 - b) updating course outlines and materials regularly;
 - c) participating in the development of materials and applications that enhance curriculum;
7. Acts collegially by:
 - a) attending and participating in departmental meetings;

- b) sharing concerns, initiatives and professional development with colleagues;
 - c) participating in activities such as orientation, student advising and student selection
8. Serves the College by:
- a) providing input on governance or management issues as appropriate;
 - b) pursuing opportunities to improve teaching and learning across the College;
 - c) participating in College-wide processes and committees.
9. Participates , as assigned, in liaison activities by:
- a) attending meetings outside the College;
 - b) participating on advisory committees;
 - c) liaising with professional groups;
 - d) promoting the department, program and the College;
 - e) participating in cross-faculty initiatives
 - f) liaising with practicum or work sites, as appropriate to program and/or department.