**Teaching Evaluation Guidelines**

**School of Nursing**

There might be some overlapping categories in the SON Scholarship, Teaching, and Service Guidelines. Please be reminded that you then choose where the “points” should apply and that you avoid double dipping.

One suggestion for completion of the Annual Evaluation would be to provide your suggested points and additional documentation. It might not be necessary to include all documentation (e.g. all powerpoint slides, all syllabi) and that additional documentation is available upon request. In listing teaching activities, a faculty member shall specify their role, accomplishments, activities, and the degree of time devoted during the evaluation period.

*CBA* 18.4 (a) There are many approaches to and dimensions of pedagogical work. Thus, the evaluation of teaching performance shall consider multiple sources of data that reflect the range of pedagogical activities engaged in by the faculty member. These pedagogical activities may include course design and redesign, instructional delivery, the development of course materials, assessment of student learning, departmental curricula development and revision, advising and mentoring of students, and teaching innovation. Effective teaching involves facilitating student learning, critical thinking, and engagement. To be recognized as an effective teacher requires the faculty member not only demonstrate enhancement of his/her knowledge and skills by engaging in a continuous effort of professional development in his/her discipline, but also requires that the faculty member demonstrate that he/she has used his/her enhanced knowledge and skills to facilitate student learning, critical thinking, and engagement

*Please note that any teaching activity not engaged in and/or not addressed in the Annual Self-Evaluation Portfolio will automatically be assigned zero points.*

Actual points per activity based on quality and extent of required efforts will be determined and assigned by the chair.

|  | **Teaching Activities** | **Pointsa** |
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| **Minimum Requirements** must me be met to be considered “Meets Expectations” | | |
| **Minimum Requirements** | Meets classes as scheduled throughout the entire semester (with consideration of extenuating circumstances; e.g., illness or family emergencies) | 1 |
| Holds the required minimum number of office hours (with consideration of extenuating circumstances; e.g., illness or family emergencies) (5 hours/week for FT faculty, 3 hours/week for PT faculty, clearly identified times for DL faculty) | 1 |
| Submits the required annual self-evaluation portfolio by the established deadline | 1 |
| Maintains the professional decorum set forth in Article 10.3 Academic Responsibility of Faculty Members | -2 if not met |
| **Professional Development in Teaching** | Attends teaching conference(s) or workshop(s), e.g. offered by CIRT or OFE; continuing education seminar(s) [Maximum of 2 points in the category] | 1 |
| Submits a grant to support teaching | 1 |
| Receives a grant to support teaching | 1 |
| **Course Development** | Re-designs a course(s) previously taught and/or makes revision(s) that incorporate past course experiences, student feedback, etc. Credit here does not include routine changes normally expected with ongoing course management. | 1 |
| Re-designs a course as DL or Hybrid | 1 |
| Revises a course not taught in 3 years | 1 |
| Teaches a course not taught before | 1 |
| Develops a new course | 2 |
| **Instructional Methods and Materials** | Develops innovative instructional material | 1 |
| Develops assignments and activities that stimulate intellectual interest and promote and advanced student learning and critical thinking. Provides examples of relevant activities and assignments and justifications Points cannot be granted for multiple uses of same techniques. | 1 |
| Implement new and innovative community-based learning activities | 1 |
| **Individualized Instruction** | Supervised Research, Directed Independent Study, Practicum) which are not part of the faculty member’s assigned teaching load (points per student) [Does not apply to students who are assigned to the faculty as teaching associates] | 1 |
| Serves as DNP Project Chair or Honors Thesis Chair which are not part of the faculty member’s assigned teaching load (points per completed project) [Limit 5 projects] | 2 |
| Serves as DNP Project Committee Member (points per completed project)  Limit 5 projects] | 1 |
| **Evaluation of Teaching** | Receives UNF Outstanding Teaching Award | 1 |
| Receives an external award for teaching | 1 |
| Reflects on ISQ scores for nursing courses comprising a range of items including items 8, 11 and 15. ISQ mean scores for these items must be 4.25 or better for all courses | 2 |
| Reflects on ISQ scores for nursing courses comprising a range of items including items 8, 11 and 15. ISQ mean scores for these items must be 4.0-4.24 for all courses | 1 |
| Uses other methods of student evaluation. These must be included in the portfolio and reflected upon with justification of points taken | 1 |
| **Other** | Any other documentation or information the faculty member thinks should be taken into account in the completion of his/her teaching performance evaluation. (Please note clinical practice, Program director are to be included in this area) Provides justification for points taken (no more than 5 points in this area) | 1-5 |

a Activities not engaged in are automatically assigned zero points

\*Points should be applied to each activity/course

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| **Point Ranges per Evaluation Category** |
| **Meets Expectations:** 6-8 points |
| **Exceeds Expectations:** 9-11 points |
| **Far Exceeds Expectations:** > 11 points |
| **Below Satisfactory:** 3-5 points |
| **Unsatisfactory:** 0-2 points |

Approved 1/26/18