

Faculty Member Being Evaluated:

Committee Member:

Portfolio Year:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

<p><b>Mark the items that are adequately addressed.</b>                  You should note, in the comment area, what the faculty member included, marginally included, or failed to include.</p>	<p><b>Mark whether or not the faculty member meets the criteria with a yes or no?</b></p>
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**Syllabus Identifying Information**

<input type="checkbox"/> Instructor's Name	<input type="checkbox"/> Course name and number	<input type="checkbox"/> Section number	<input type="checkbox"/> Office location and office hours	<input type="checkbox"/> Office phone number/A CC number	<input type="checkbox"/> E-mail address	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Comments: This area will expand as you type.

**Syllabus: Course Requirements**

<input type="checkbox"/> Course description or overview	<input type="checkbox"/> Required textbook(s)	<input type="checkbox"/> Number and type of exams	<input type="checkbox"/> Required written assignments	<input type="checkbox"/> Quizzes	<input type="checkbox"/> Extra Credit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Comments: This area will expand as you type.

**Syllabus: Course Outline or Calendar**

<input type="checkbox"/> Class meeting dates	<input type="checkbox"/> Dates for each Reading Assignment	<input type="checkbox"/> Dates of Tests	<input type="checkbox"/> Due dates for other assignments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Comments: This area will expand as you type.

**Syllabus: Policy Statements**

<input type="checkbox"/> Attendance	<input type="checkbox"/> Grading Policy  Specific/Clear	<input type="checkbox"/> Retest or Make-up Policy	<input type="checkbox"/> In-complete Policy	<input type="checkbox"/> With-drawal Policy (including date)	<input type="checkbox"/> Academic Freedom Policy	<input type="checkbox"/> Scholastic Dishonesty Policy	<input type="checkbox"/> OSD Policy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Comments: This area will expand as you type.

**You should note, in the comment area, what the faculty member included, marginally included, or failed to include. Then rate with Excellent, Very Good, Good, Needs Improvement, or Unacceptable**

**Handouts**

<input type="checkbox"/> Supplemental Material	<input type="checkbox"/> Learning Objectives / Study Aids
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E	VG	G	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: This area will expand as you type.

**Assignments, Projects, Papers**

<input type="checkbox"/> Assignments	<input type="checkbox"/> Projects	<input type="checkbox"/> Papers
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E	VG	G	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: This area will expand as you type.

**Tests**

<input type="checkbox"/> Related to objectives	<input type="checkbox"/> Clear questions	<input type="checkbox"/> Challenging questions
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E	VG	G	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: This area will expand as you type.

**Teaching Philosophy**

<input type="checkbox"/> Statement reflecting: -Overall objectives of instructor's teaching -What instructor wants students to learn from his or her courses	<input type="checkbox"/> Not required in this portfolio
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E	VG	G	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: This area will expand as you type.

**Course Commentary**

<input type="checkbox"/> Commentary on particular course: -Statement of how the portfolio reflects teaching philosophy -Assessment of pedagogy	<input type="checkbox"/> Not required in this portfolio
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E	VG	G	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: This area will expand as you type.

**Faculty Development Plan**

<input type="checkbox"/> Detailed faculty development activities: - Growth opportunities -Subject matter content -Problems identified in student evaluations	<input type="checkbox"/> Not required in this portfolio
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E	VG	G	NI	U
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: This area will expand as you type.

**Committee Member's Overall Recommendation**

	<b>Excellent</b> <input type="checkbox"/>	<b>Very Good</b> <input type="checkbox"/>	<b>Good</b> <input type="checkbox"/>	<b>Needs Improvement</b> <input type="checkbox"/>	<b>Unacceptable</b> <input type="checkbox"/>
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