

Department of Cognitive and Learning Sciences

Evaluation of Teaching System

Teaching is an important responsibility of the Department of Cognitive and Learning Sciences. To ensure that we, as a unit, are providing a high-quality experience for the students, we have established a three-tiered teaching evaluation system. The three-tiered components are comprised of student evaluation of teaching effectiveness through the end-of-semester student evaluations and the completion by faculty of at least two distinct activities of either teaching evaluation or professional development each year. Each faculty member can choose activities they feel will most benefit them from the following list of options. Additional items may be added to the list by approval of the department chair. No single measure will constitute the majority (more than 50%) of the teaching evaluation.

Options:

- The faculty member can arrange for a colleague to observe his or her class and complete a peer evaluation form. The faculty member must submit a reflection report based on the peer evaluation.
- The faculty member can arrange to observe a colleague's class and submit a reflection report about what was observed and any ideas that might be used in his or her own class.
- The faculty member can arrange for an evaluation of his or her course materials (Canvas) by the Chair and/or by the CTL. The faculty member must submit a reflection report based on the evaluation.
- The faculty member can complete a course self-reflection report.
- The faculty member can participate in a unit or group curriculum meeting. The faculty member must submit a reflection report on the findings.
 - Example 1: A group of previous instructors of a particular course could meet to discuss course content and share ideas or resources.
 - Example 2: The human factors group could meet to discuss the status of the curriculum, uses of technology, etc.
- The faculty member can attend or present at a teaching-development event (departmental, CTL, professional organization conference/workshop, or other).
- Being nominated for a university-wide teaching award will count as the completion of one activity.

NOTE: For untenured faculty and those being considered for promotion, required course evaluations by either the chair or a member of the PTR committee also count as one activity, as this would be an example of peer evaluation.

Your teaching evaluation package should be submitted to the department chair annually by August 1st. Upon submission, please schedule a follow-up discussion meeting with the department chair.