UTDPP1006 - Teaching Evaluation Policy

Policy Statement

Because pedagogy varies by discipline, teaching loads differ across programs, and schools handle advising duties and program administration in different ways, individual schools shall develop teaching evaluation procedures appropriate to their circumstances that ensure that the programâ€™s and individual classâ€™s learning objectives are achieved. In the development and utilization of systematic teaching evaluation procedures, each school shall have a committee responsible for developing a teaching evaluation process, compiling information on teaching performance, providing teaching performance feedback to the dean and individual faculty, and identifying individual faculty deserving recognition and needing improvement. In this Policy Memorandum, the term "faculty" includes all faculty with classroom or class-laboratory responsibilities. TAs assisting faculty as graders should be evaluated by the faculty member supervising their work.

Teaching evaluation procedures in each school must include the consideration of factors other than those included in The University of Texas at Dallas Course Evaluation form. Each school committee will recommend procedures for approval to the Dean who will make recommendations to the Executive Vice President and Provost. At a minimum teaching evaluation procedures must include assessments of teaching load, diversity of courses taught, course development, program development and administration, thesis and dissertation supervision, and a compilation of student course evaluation information.

In addition to identifying what is included in the procedures for evaluating teaching performance, the school committees also must specify what constitutes acceptable, exceptional, and substandard performance in each area evaluated. Some activities, such as program development, may be beyond expectations, while behaviors such as failing to hold office hours are indicative of substandard performance. Whatever the standards, there should be a clearly defined and written set of expectations for teaching performance.

Since individual schools have different strategies for developing and delivering educational programs, teaching performance standards may vary by school. It is the responsibility of the deans and the Executive Vice President and Provost (Provost) to ensure the standards adopted by individual schools are consistent with the school's strategy, U.T. Dallas' mission, and this policy. At a minimum, each school's teaching evaluation procedure must include:

1. A teaching evaluation procedure developed and administered by an independent faculty committee.
2. Written objective standards for evaluating teaching performance. These standards must include student course evaluations, teaching load contributions, diversity of courses covered, course development and administration, and factors such as thesis and dissertation supervision.

3. Procedures for periodic collection of reliable and verifiable information related to teaching performance including periodic classroom visits by designated faculty to gather direct observation information that supplements information taken from sources such as course syllabi, the learning assessment activities portion of the Annual Reports of Professional Activities and Accomplishments, and student course evaluations.
4. Some mechanism for faculty to comment on their evaluations and provide information they feel is pertinent to the teaching evaluation process.

Where a school's procedures do not conform with this policy, the Dean of the School shall appoint a faculty committee charged with establishing procedures that conform. In instances where a school's faculty cannot produce a satisfactory evaluation procedure, the Provost may appoint a committee of faculty from other schools to develop minimal procedures.

Policy History

- Issued: February 16, 1996
- Editorial Amendments: February 2, 1998
- Editorial Amendments: September 1, 2000
- Revised: December 13, 2006

Policy Links

- Permalink for this policy: http://policy.utdallas.edu/utdpp1006
- Link to PDF version: http://policy.utdallas.edu/pdf/utdpp1006
- Link to printable version: http://policy.utdallas.edu/print/utdpp1006