

# IDEA PAPER #36

NOVEMBER 1999



## APPENDICES

## APPENDIX D

### DEPARTMENT HEAD REVIEW OF INSTRUCTIONAL CONTRIBUTIONS

Faculty Member \_\_\_\_\_ Year \_\_\_\_\_

On the basis of your observations of the faculty member and a review of his/her annual report, rate the contributions this individual has made to the instructional program during the past year.

? = Insufficient opportunity to observe  
 N = Contribution was generally negative  
 O = Contribution was neither positive nor negative

P = Contribution was generally positive  
 EP = Contribution was extremely positive

- |  |   |   |   |   |    |
|--|---|---|---|---|----|
| 1. Improving <i>general learning environment</i> (sharing teaching ideas, expressing interest in work of colleagues; modeling intellectual ideals; encouraging inquiry)                  | ? | N | O | P | EP |
| 2. Strengthening <i>course and curricular development</i> (updating courses; developing new instructional materials; contributing to curricular revision; etc.)                          | ? | N | O | P | EP |
| 3. Improving <i>teaching effectiveness of others</i> (consulting with faculty/TAs on teaching matters; invites visitation/discussion; shares with faculty innovative ideas on teaching). | ? | N | O | P | EP |
| 4. Dependability in meeting administrative requirements (submitting grades; identifying library/text needs; submitting annual reports and teaching portfolios, etc.)                     | ? | N | O | P | EP |
| 5. Using classroom research to improve instruction.  | ? | N | O | P | EP |
| 6. Collaborating with other faculty members for the mutual improvement of instruction.   | ? | N | O | P | EP |
| 7. Taking advantage of workshops/conferences designed to improve instruction.  | ? | N | O | P | EP |
| 8. Employing grading systems which are consistent with departmental and institutional policy/philosophy.   | ? | N | O | P | EP |
| 9. Instructional versatility (ability/willingness to teach a wide variety of courses).   | ? | N | O | P | EP |
| 10. Capacity to offer highly complex, specialized courses.   | ? | N | O | P | EP |