

## **Michael G. Foster Business School**

### **Teaching Evaluation Process**

LCVI/ADVANCE Quarterly Leadership Workshop  
February 21, 2008

1. Student evaluation
  - a. Required for all classes.
  - b. Although all items considered, focus is on the average of the top 4 items (a.k.a., "overall"), amount learned (i.e., item 18) and challenge (i.e., item 24).
2. Annually, department chairs or their designate also examine quality of materials, content and exams.
3. Information on student evaluation and department chair's quality assessment (#2 above) included in the annual faculty evaluation process.
4. Feedback loop: Quarterly, identify anyone "scoring" below 3.7 on the 3 items mentioned in #1b. If score below 3.7, ask why and what may be causing that result.
  - a. If there's a good answer (e.g., illness in family), no remedy suggestion
  - b. Otherwise, try to bring additional help to that person. Example: Hire a teaching coach to work with the faculty on presentation issues (not content issues).
5. Specifics for assistant professors (Feedback loop)
  - a. Year 1: the department chair sits in on one or a few classes to provide feedback
  - b. Year 3: the chair sits in again to provide feedback AND to evaluate the assistant.
  - c. Year 5: the chair sits in purely for evaluation purposes.