

To: College of Social Science Deans Office (Debi Hogle)

From: Jodie O’Gorman, Chair

Date: September 25, 2013

RE: UNTF Performance Review

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The following is posted in the departmental mailroom where all UNTF members teaching during a given semester have mailboxes.

The Department of Anthropology evaluates UNTF members’ teaching annually based on the following criteria which are taken verbatim from MSU’s Code of Teaching Responsibility found in the Academic Programs Catalog (available online through the Registrars Office). This applies to Designation B as well as non-Designation B instructors.

1. **Course content:** Instructors shall be responsible for ensuring that the content of the courses they teach is consistent with the course descriptions approved by the University Committee on Curriculum and the University Council. Instructors shall direct class activities toward the fulfillment of course objectives and shall evaluate student performance in a manner consistent with these objectives.
2. **Course syllabi:** Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:
  - (a) instructional objectives;
  - (b) instructor contact information and office hours;
  - (c) grading criteria and methods used to determine final course grades;
  - (d) date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
  - (e) attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades;
  - (f) required and recommended course materials to be purchased, including textbooks and supplies; and
  - (g) any required proctoring arrangements to which students must adhere (effective Spring 2013).
3. **Student Assessment and Final Grades:** Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student’s performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines. Assessment methods (effective Spring 2013) should be appropriate to the learning objectives of the course. In that context, instructors are expected to take reasonable steps to create an assessment environment that promotes academic integrity. When proctoring or other security measures are necessary to ensure integrity of

assessments, then such measures should be administered in a manner consistent with the design and delivery of the course.

4. **Testing Documents:** Instructors shall be responsible for returning to students student answers to quizzes, tests, and examinations with such promptness to enhance the learning experience. Instructors shall retain final examination answers for at least one semester to allow students to review or to retrieve them. All testing questions (whether on quizzes, tests, or mid-semester or final examinations) are an integral part of course materials, and the decision whether to allow students to retain them is left to the discretion of the instructor.
5. **Term Papers and Comparable Projects:** Instructors shall be responsible for returning to students student term papers and other comparable projects with sufficient promptness to enhance the learning experience. Term papers and other comparable projects are the property of students who prepare them. Instructors shall retain such unclaimed course work for at least one semester to allow students to retrieve such work. Instructors have a right to retain a copy of student course work for their own files.
6. **Class Meetings:** Instructors shall be responsible for meeting their classes regularly and at scheduled times. To allow units to take appropriate action, instructors shall notify their units if they are to be absent and have not made suitable arrangements regarding their classes.
7. **Applicability of the Code of Teaching Responsibility to Student Assistants:** Instructors of courses in which assistants are authorized to perform teaching, grading, or other instructional functions shall be responsible for acquainting such individuals with the provisions of this Code and for monitoring their compliance.
8. **Instructor Accessibility to Students:** Instructors shall be responsible for being accessible to students outside of class time and therefore shall schedule and keep office hours for student conferences. Office hours should be scheduled at times convenient to both students and instructors with the additional option of mutually convenient prearranged appointments for students whose schedules conflict with announced office hours. Each teaching unit shall determine the minimum number of office hours for instructors in that unit. Instructors who serve as academic advisors also shall be responsible for maintaining appropriate office hours before and during enrollment periods. In addition to office hours, instructor accessibility through e-mail and other means is encouraged.

Evaluation of these criteria is accomplished by the Department Chair through:

1. Review of the syllabus
2. Review of departmental student evaluation surveys
3. Discussion of criteria with the instructor at an annual review meeting
4. Examination of the instructor's teaching portfolio (optional)

The Department Chair will provide a summary of the evaluation following the annual review meeting

The annual review meeting will be scheduled in January or February of each year with at least 30 days notice. If the UNTF instructor is not scheduled to teach both semesters of a calendar year, the review will take place after the course grades are submitted, but within 30 days.