



Title of Document:

FACL_Syllabus Evaluation Rubric 2023-2024

Date(s):

2023-2024

Department:

Faculty

Description:

This template is used by the Dean of Academic Affairs as one component of annual faculty evaluations. Faculty members are evaluated on administrative and academic responsibilities, course observations, syllabi evaluations, student course evaluations, course and program assessment and professional development. Many individual components of the evaluation are completed by designated faculty members.



COURSE REVIEW

Syllabus Specific Review

Syllabi review for a particular course will be conducted as needed with the focus being adjunct and new instructors.

Course: _____ Date: _____ Reviewed By: _____

Requirement	P o o r	F a i r	G o o d	E x c e l l e n t
Course Information: <ul style="list-style-type: none"> Identifies the course, course number, title of course, credit hours, semester/days/times (e.g., Fall, 2005, T/Th 5-7:30 PM) Identifies instructor's name, title and contact information (e.g., phone/email/office hours/location) 				
Comments:				
Materials / Texts: Includes texts that are REQUIRED for the course with all information about title, author, and student ISBN #X				
Comments:				
Course Description: <ul style="list-style-type: none"> Provides paragraph narrative overview using official course description Describes pre-requisites Includes category fulfillment information 				
Comments:				
Learning Objectives/Outcomes: <ul style="list-style-type: none"> Lists precisely what the students will learn by taking this course Includes elements which express how students will acquire content knowledge, as well as comprehend, apply, analyze, synthesize and evaluate material (Bloom's Taxonomy) Includes at least two of each <i>E-portfolio artifacts are listed and described along with the appropriate Goal Area/ Program Outcome.</i> 				

Comments:				
Assignment Detail: <ul style="list-style-type: none"> Provides an assignment name and description for each assignment allocated points in the course If required to complete a research project/paper, includes information about page numbers, number of citations, citation style, key questions, etc. Provides rubric for assignment assessment 				
Comments:				
Evaluation / Grading: <ul style="list-style-type: none"> Describes in detail how students are to be graded Lists each assignment with the allotted points and percentage of total grade (e.g., research paper: 50 points (30%); journal entries: 25 points (15%), tests: 20 points (30%); etc.) Notes the percentage or point system used to weigh the final grade (A, B, C, and F) 				
Comments:				
Rubrics: <ul style="list-style-type: none"> Assessment/evaluation techniques are clearly defined An example rubric for each assignment is included in the syllabus (or indicates that rubrics will be provided when the assignment is distributed, such as midterm and final exams) The rubric clearly conveys expectations of the assignment and possible points for each expectation 				
Comments:				
Course Calendar / Course Format: <ul style="list-style-type: none"> Lists the instructional methods/techniques used during the course Lists chronologically the topics to be covered during each course meeting Provides reading assignments (text, page numbers) and due dates for those assignments, where applicable Clearly states dates when activities/assignments are due Provides clear explanation of what dates on the calendar refer to (i.e. Are the required readings listed on a specific day going to be discussed that day or are they required readings homework to do after that class?) 				
Comments:				
Contingency Plan: <ul style="list-style-type: none"> Includes a plan regarding what students can expect in the event of an instructor absence Clearly states policy regarding class cancellation 				
Comments:				
Course Design/Canvas Online <ul style="list-style-type: none"> If instructor indicates elements of Canvas Online, this information matches what is on the student navigation If there is indication in the syllabus that assignments are available on the student navigation, these assignments can be easily located and understood 				

Comments:				
Credit hours <ul style="list-style-type: none"> • 2 credit class = 30 • 3 credit class = 45 • 4 credit class - 60 				
Comments:				
Other: <ul style="list-style-type: none"> • Clearly states policy regarding late assignments • Clearly states policy regarding exam schedule (if applicable) • Clearly states policy regarding attendance, with expectations and consequences • Clearly states policy regarding student tardiness • Syllabus is free of spelling and grammatical errors • Syllabus sets a positive and respectful tone for the course 				
Comments:				



COURSE REVIEW

Syllabus Specific Review

Syllabi review for a particular course will be conducted as needed with the focus being adjunct and new instructors.

Course: EPOR 1100 Date: S24 Reviewed By: Tami

Requirement	P o o r	F a i r	G o o d	E x c e l l e n t
Course Information: <ul style="list-style-type: none"> Identifies the course, course number, title of course, credit hours, semester/days/times (e.g., Fall, 2005, T/Th 5-7:30 PM) Identifies instructor's name, title and contact information (e.g., phone/email/office hours/location) 				X
Comments:				
Materials / Texts: Includes texts that are REQUIRED for the course with all information about title, author, and student ISBN #X				X
Comments:				
Course Description: <ul style="list-style-type: none"> Provides paragraph narrative overview using official course description Describes pre-requisites Includes category fulfillment information 				X
Comments:				
Learning Objectives/Outcomes: <ul style="list-style-type: none"> Lists precisely what the students will learn by taking this course 				X

<ul style="list-style-type: none"> Includes elements which express how students will acquire content knowledge, as well as comprehend, apply, analyze, synthesize and evaluate material (Bloom's Taxonomy) Includes at least two of each <i>E-portfolio artifacts are listed and described along with the appropriate Goal Area/ Program Outcome.</i> 				
Comments:				
Assignment Detail: <ul style="list-style-type: none"> Provides an assignment name and description for each assignment allocated points in the course If required to complete research project/paper, includes information about page numbers, number of citations, citation style, key questions, etc. Provides rubric for assignment assessment 			X	
Comments:				
Evaluation / Grading: <ul style="list-style-type: none"> Describes in detail how students are to be graded Lists each assignment with the allotted points and percentage of total grade (e.g., research paper: 50 points (30%); journal entries: 25 points (15%), tests: 20 points (30%); etc.) Notes the percentage or point system used to weigh the final grade (A, B, C, and F) 			X	
Comments: Assignment categories are posted twice on the Grading Summary.				
Rubrics: <ul style="list-style-type: none"> Assessment/evaluation techniques are clearly defined An example rubric for each assignment is included in the syllabus (or indicates that rubrics will be provided when the assignment is distributed, such as midterm and final exams) The rubric clearly conveys expectations of the assignment and possible points for each expectation 			X	
Comments: Provided as assigned.				
Course Calendar / Course Format: <ul style="list-style-type: none"> Lists the instructional methods/techniques used during the course Lists chronologically the topics to be covered during each course meeting Provides reading assignments (text, page numbers) and due dates for those assignments, where applicable Clearly states dates when activities/assignments are due Provides clear explanation of what dates on the calendar refer to (i.e. Are the required readings listed on a specific day going to be discussed that day or are they required readings homework to do after that class?) 		X		
Comments: No deadlines are posted.				
Contingency Plan: <ul style="list-style-type: none"> Includes a plan regarding what students can expect in the event of an instructor absence Clearly states policy regarding class cancellation 				X
Comments:				

Course Design/Canvas Online <ul style="list-style-type: none"> If instructor indicates elements of Canvas Online, this information matches what is on the student navigation If there is indication in the syllabus that assignments are available on the student navigation, these assignments can be easily located and understood 				X
Comments:				
Credit hours <ul style="list-style-type: none"> 2 credit class = 30 3 credit class = 45 4 credit class = 60 				X
Comments:				
Other: <ul style="list-style-type: none"> Clearly states policy regarding late assignments Clearly states policy regarding exam schedule (if applicable) Clearly states policy regarding attendance, with expectations and consequences Clearly states policy regarding student tardiness Syllabus is free of spelling and grammatical errors Syllabus sets a positive and respectful tone for the course 		X		
Comments: Participation and attendance is listed in the Assignment and Grading Sections, but the policy says it is not factored into the grade.				