

Department of History  
Teaching Evaluation Policy

The Department of History places a high value on both undergraduate and graduate teaching, and all instructors are expected to conduct student evaluations and to collect other material documenting their teaching. Evaluation of teaching for tenure, promotion, and other purposes normally includes these types of information:

1. A teaching portfolio including syllabi, collected readings, assignments, web pages, and other materials developed for distribution to students.
2. Reports and letters based on observations and class visitations from peers, teaching specialists, and others.
3. Letters from former students, both solicited and unsolicited.
4. Standard course evaluations and other questionnaires.

All instructors are expected to provide students with an opportunity to evaluate the teaching in their courses. Teacher-evaluation forms are normally filled out by students during the last week of the course. Instructors should take the following steps to assure that students can complete these forms anonymously:

1. Faculty, Associate Instructors, and Course Assistants should not be present in the room when teacher-evaluation forms are being completed.
2. A student volunteer should collect the teacher-evaluation forms and give them to a staff-person in the History Department Office.
3. Forms should be sent directly from the History Department Office to BEST for tabulation. When the forms are returned from BEST, they are held in the Department Office until grades have been submitted for the course.

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