

DEPARTMENT EVALUATION DOCUMENT

School of Information Security and Applied Computing  
GameAbove College of Engineering and Technology

Date of Last DED Revision: Mar 12th, 2024

Date of Department Faculty Vote: Mar 12th, 2024

Yes 9 No 0 Abstain 0

**APPROVALS:**

<u>Munther Abualkibash</u>	<u>3/12/2024</u>
Personnel Committee Chair	Date
<u>Xiangdong Sean Che</u>	<u>5/9/24</u>
Department Head/School Director	Date
<u>Mohamed Qatu</u>	<u>5/9/24</u>
Dean	Date

Approved by the Department Evaluation Document Standing Committee on:

	
	
	
	

# Table of Contents

I.	Faculty Evaluation.....	3
II.	Evaluation Schedule .....	3
III.	Department Standards.....	3
	A. Appointment Standards.....	3
	B. Reappointment and tenure standards for faculty hired before September 1, 2021, with no research/creative release .....	4
	C. Promotional Standards for faculty hired before September 1, 2021, with no research/creative release. ....	5
	D. Reappointment and Tenure Standards for Faculty hired after September 1, 2021, or selected the Research/Creative Activity Release option .....	6
	E. Promotional Standards for Faculty hired after September 1, 2021, or selected the Research/Creative Activity Release option .....	7
IV.	Evaluation Techniques .....	7
	A. Instructional Effectiveness.....	7
	Criteria.....	7
	Evaluating Reports.....	8
	Rating.....	8
	B. Scholarly and/or Creative Activity.....	10
	Criteria for Minor and Major Activities.....	10
	Examples of acceptable scholarly/creative activities.....	12
	Evaluating Reports.....	13
	Rating.....	14
	C. Service Activity .....	16
	Evaluating Reports.....	16
	Rating.....	16
V.	Appendices.....	18
	A. Appendix A: Course Evaluation Form.....	18
	B. Appendix B: Instructor Evaluation Form.....	19
	C. Appendix C: Procedure for Classroom Visitation .....	21
	D. Appendix D: Advisor Evaluation Form .....	22

## I. Faculty Evaluation

Faculty evaluations shall be conducted using criteria, procedures and techniques specified in this Departmental Evaluation Document and the Agreement between Eastern Michigan University (EMU) and the EMU Chapter of the American Association of University Professors (AAUP) Article XV.

## II. Evaluation Schedule

The rank at initial appointment shall determine the evaluation schedule according to the following table.

Initial Appointment Rank	Year					
	1	2	3	4	5	6
Professor	-	Full Evaluation	Tenure Evaluation	-	-	-
Associate Professor	-	Full Evaluation	Interim Meeting	Tenure Evaluation	-	-
Assistant Professor	-	Interim Meeting	Full Evaluation	Interim Meeting	Tenure Evaluation	-
Instructor	-	Interim Meeting	Full Evaluation	Interim Meeting	Interim Meeting	Tenure Evaluation

For Interim Meetings, the Personnel Committee and the School Director will meet with the faculty member to discuss their performance and suggest appropriate directions for improvement, if such direction is necessary.

## III. Department Standards

The following standards apply to appointments, reappointments, tenure, and promotion.

### A. Appointment Standards.

Rank	Academic Credentials and Additional Criteria
Professor	<ul style="list-style-type: none"> <li>• Doctoral Degree.</li> <li>• Must have completed five scholarly/creative activities during the previous five (5) years.</li> <li>• Previous employment as associate professor or professor at an accredited college or university.</li> </ul>
Associate Professor	<ul style="list-style-type: none"> <li>• Doctoral Degree.</li> <li>• Must have completed five scholarly/creative activities during the previous five (5) years.</li> </ul>
Assistant Professor	<ul style="list-style-type: none"> <li>• Doctoral Degree.</li> </ul>
Instructor	<ul style="list-style-type: none"> <li>• Doctoral Degree.</li> </ul>

B. Reappointment and tenure standards for faculty hired before September 1, 2021, with no research/creative release.

The following specifies the reappointment and tenure standards, by rank at initial appointment, for faculty hired before September 1, 2021, who do not have research/creative release.

- **Professor.**

<b>Evaluation</b>	<b>Full Evaluation for Reappointment</b>	<b>Tenure Evaluation</b>
Year	2	3
Instructional Effectiveness	DAA	DAA
Scholarly/Creative Activity	Advisory	DAA in one and A in the other
Service	A	

- **Associate Professor.**

<b>Evaluation</b>	<b>Full Evaluation for Reappointment</b>	<b>Interim Meeting</b>	<b>Tenure Evaluation</b>
Year	2	3	4
Instructional Effectiveness	DAA	-	DAA
Scholarly/Creative Activity	Advisory	-	DAA in one and A in the other
Service	A	-	

- **Assistant Professor.**

<b>Evaluation</b>	<b>Interim Meeting</b>	<b>Full Evaluation for Reappointment</b>	<b>Interim Meeting</b>	<b>Tenure Evaluation</b>
Year	2	3	4	5
Instructional Effectiveness	-	DAA	-	DAA
Scholarly/Creative Activity	-	Advisory	-	DAA in one and A in the other
Service	-	A	-	

- **Instructor.**

<b>Evaluation</b>	<b>Interim Meeting</b>	<b>Full Evaluation for Reappointment</b>	<b>Interim Meeting</b>	<b>Interim Meeting</b>	<b>Tenure Evaluation</b>
Year	2	3	4	5	6
Instructional Effectiveness	-	DAA	-	-	DAA
Scholarly/Creative Activity	-	Advisory	-	-	DAA in one and A in the other
Service	-	A	-	-	

C. Promotional Standards for faculty hired before September 1, 2021, with no research/creative release.

<b>Target Rank</b>	<b>Year Eligible</b>	<b>Academic Credentials</b>	<b>Instructional Effectiveness</b>	<b>Scholarly/Creative Activity</b>	<b>Service</b>
Professor	5 years as associate professor at EMU	Doctoral degree	DAA	DAA in one and A in the other	
Associate Professor	5 years as assistant professor at EMU	Doctoral degree	DAA	DAA in one and A in the other	
Assistant Professor	2 years as instructor at EMU	Doctoral degree	DAA	A	A

- D. Reappointment and Tenure Standards for Faculty hired after September 1, 2021, or selected the Research/Creative Activity Release option.

The following specifies the reappointment and tenure standards, by the initial rank, for faculty hired after September 1, 2021, or selected the research/creative activity release option.

- **Professor.**

<b>Evaluation</b>	<b>Full Evaluation for Reappointment</b>	<b>Tenure Evaluation</b>
Year	2	3
Instructional Effectiveness	DAA	DAA
Scholarly/Creative Activity	Advisory	DAA
Service	A	A

- **Associate Professor.**

<b>Evaluation</b>	<b>Full Evaluation for Reappointment</b>	<b>Interim Meeting</b>	<b>Tenure Evaluation</b>
Year	2	3	4
Instructional Effectiveness	DAA	-	DAA
Scholarly/Creative Activity	Advisory	-	DAA
Service	A	-	A

- **Assistant Professor.**

<b>Evaluation</b>	<b>Interim Meeting</b>	<b>Full Evaluation for Reappointment</b>	<b>Interim Meeting</b>	<b>Tenure Evaluation</b>
Year	2	3	4	5
Instructional Effectiveness	-	DAA	-	DAA
Scholarly/Creative Activity	-	Advisory	-	DAA
Service	-	A	-	A

- **Instructor.**

<b>Evaluation</b>	<b>Interim</b>	<b>Full Evaluation for Reappointment</b>	<b>Interim Meeting</b>	<b>Interim Meeting</b>	<b>Full/Tenure</b>
Year	2	3	4	5	6
Instructional Effectiveness	-	DAA	-	-	DAA
Scholarly/Creative Activity	-	Advisory	-	-	DAA
Service	-	A	-	-	A

E. Promotional Standards for Faculty hired after September 1, 2021, or selected the Research/Creative Activity Release option.

Target Rank	Year Eligible	Academic Credentials	Instructional Effectiveness	Scholarly/Creative Activity	Service
Professor	5 years as associate professor at EMU	Doctoral degree	DAA	DAA	A
Associate Professor	5 years as assistant professor at EMU	Doctoral degree	DAA	DAA	A
Assistant Professor	2 years as instructor at EMU	Doctoral degree	DAA	DAA	A

## IV. Evaluation Techniques

### A. Instructional Effectiveness

Each faculty member must include a personal report of activities and accomplishments as well as documentation that states in clear and explicit terms both the quantity and quality of the activity claimed.

#### Criteria

Evaluation of Teaching Effectiveness will be based on the following criteria.

1. Prepares for teaching.
  - a. Seeks the latest information in the subject area(s) taught, by reading, attending professional conferences and/or by communicating with colleagues.
  - b. Regularly evaluates their own past teaching methods, procedures, and course content.
  - c. Includes development of materials with appropriate teaching.
  
2. Plans effectively for teaching.
  - a. Has a clear conception of their course(s) within the Program and/or Department and within the University.
  - b. Has a clear conception of the long-term objectives for the course(s) and for the day-to-day classroom activities.

- c. Incorporates current information and recent developments in the discipline.
  - d. Has a clear conception of the evaluation procedures that will enable them to measure the attainment of objectives set forth.
3. Practices good teaching methods.
- a. Informs students of objectives of the course(s), assignments, and units of study, and evaluation criteria (e.g., dates of exams, papers, etc.).
  - b. Helps students develop methods of study and skills in self-direction.
  - c. Keeps students informed of specific course assignments (e.g., dates of exams, papers, etc.).
  - d. Informs students about required objectives, learning experiences, and evaluations of outcomes.
  - e. Establishes a classroom environment conducive to learning.
  - f. Evaluates students so as to measure the attainment of course objectives.
4. Commits to students.
- a. Makes themselves available to students outside the classroom.
  - b. Works beyond the regular classroom responsibilities to help students with independent learning experiences (e.g., special problems, independent studies, thesis publications, etc.).
  - c. Keeps up-to-date regarding practices and procedures necessary for academic advising if applicable.
  - d. Assist students with academic problems.
  - e. Assists students in securing co-op placements if applicable.

### Evaluating Reports

1. The faculty member's own report of activities and accomplishments in this area.
2. Student evaluations of teaching (see Appendix A for approved questions).
3. Student evaluations of advising, when applicable (see Appendix D).

### Rating

The Personnel Committee and the School Director will evaluate all the evidence submitted giving consideration to 1) Faculty member's own report of activities; 2) School Director's evaluations of teaching, when applicable; 3) Colleagues' evaluations of teaching; 4) Students' evaluations of teaching; and considering students' evaluation of advising, when applicable (if assigned advising responsibilities, forms should be issued at advising session). Written reports will be made separately and sequentially, first by the Personnel Committee and then the School Director giving the rationale for the ratings awarded for Full Evaluations for Reappointment, Tenure and Promotion and Full Professor Salary Adjustment.



- **Exceptional (E)**

Awarded when the quality of instruction offered by the faculty member shall be evaluated as that of a truly superior teacher. Evaluators must describe (or in the case of student evaluations, quantify) performance as better in quality than distinctly above average.

- **Distinctly Above Average (DAA):**

Awarded when the quality of instruction offered by the faculty member shall be evaluated as that of an outstanding teacher. Evaluators must describe (or in the case of student evaluations, quantify) performance as better in quality than average.

- **Average (A):**

Awarded when the quality of the instruction offered by the faculty member shall be evaluated as that of a good teacher. This is the minimum acceptable level of performance.

- **Below Average (BA):**

Awarded when the quality of the instruction offered by the faculty member shall be evaluated as less than that of a good teacher.

## B. Scholarly and/or Creative Activity

Each faculty member must include a personal report of their Scholarly/Creative Activities and provide copies of papers, articles, books, publications and/or other tangible documentation. Scholarly/Creative Activity is not evaluated during Interim Meetings (except the Full Evaluation for Reappointment, where it is evaluated for advisory purposes only).

To understand the criteria for determining minor and major activities, the following definitions are:

1. "Scholarly creative activity" shall be defined as described in Article XV.B.2.b; and,
2. "Disseminated" is defined as work that is presented to practitioners in the Faculty Member's discipline or a wider community as described in Article XV.B.2.a; and
3. "Documented" means that the dissemination of the scholarly creative activity is producible in some form by practitioners in the discipline. This includes papers, recordings, scripts, playbills, photos, slides or other media that document the activity. The form in which scholarly creative activity is "documented" can be department specific based on the best practices of the discipline.

### Criteria for Minor and Major Activities

The following criteria are used to differentiate between minor and major scholarly/creative activities for departments participating in RCAR.

1. Criteria for Minor Scholarly Creative Activities - Minor Scholarly Creative Activity must meet all of the following criteria:
  - a. be a scholarly/creative activity;
  - b. be disseminated; and,
  - c. be documented
  - d. Applying these criteria to grants, grant development must:
    - i. involve scholarly/creative activity of a substantial nature in preparing the grant proposal itself where the Faculty Member is the primary author or co-author
    - ii. documents the importance of the grant to the discipline or interdisciplinary area, the department, the college or University;
    - iii. and, be prepared for and submitted to an outside agency, whether funded or not.
  - e. Examples of pre-approved Minor Scholarly Creative Activities are department-specific and may include, but are not limited to
    - i. Author of an article published in a journal that was not refereed for acceptance
    - ii. Referee of a manuscript submitted to a professional publication
    - iii. Publication of critical reviews
    - iv. Editor of a professional publication
    - v. Professional development as described in Article XV.B.2.c. I

- vi. Grant administration as described in Article XV.8.2.c.2
- vii. Doctoral dissertation research undertaken by the faculty as described in Article XV.8.2.c.3

2. Criteria for Major Scholarly/Creative Activities

- a. A Major Scholarly/Creative Activity must meet all of the following criteria:
  - i. be a scholarly/creative activity;
  - ii. be disseminated external to EMU's community;
  - iii. be documented; and reviewed and accepted by an external-to-EMU organization of peers or practitioners within the discipline. The term "review" is specific to the best practices of each discipline. For scholarly work, this can include refereed or peer reviewed work; for creative activities, this can include acceptance of submitted work by reputable sources widely recognized in the discipline; and for applied research, this can include acceptance of submitted work by reputable organizations widely recognized in the discipline(s).
- b. Applying these criteria to grants, grant development must:
  - i. involve scholarly/creative activity of a substantial nature in preparing the grant proposal itself where the Faculty Member is the primary author or co-author;
  - ii. document a new scholarly/creative activity within the proposal and its importance to the discipline or interdisciplinary area, the department, the college or University;
  - iii. be prepared and submitted to an external-to-EMU organization of international, national, regional (multi-state), or state recognition; and,
  - iv. be funded
- c. Examples of pre-approved Major Scholarly/Creative Activities are department-specific and may include, but are not limited to:
  - i. Journal publication in peer reviewed journal recognized by the profession.
  - ii. First edition of a book or book chapter published by a reputable publisher recognized by the discipline.
  - iii. Presentation of an original work authored by the Faculty Member at an international, national, or recognized regional (across multiple states) conference in the Faculty Member's discipline where the application or submission process was competitive and either:

1. the body responsible for holding the conference reviewed and accepted a paper equivalent in rigor to c.i. and c.ii. above.  
or
  2. the body responsible for holding the conference reviewed and accepted an abstract or proposal, and consistent with Article XV, the Faculty Member provided documentation to the satisfaction of the Personnel Committee, Department Head and Dean that the work was equivalent in rigor to c.i. and c.ii. above.
- iv. Approved patent.

Examples of acceptable scholarly/creative activities

Major and minor scholarly/creative activity includes, but is not limited to, the following:

<b>Major Activities</b>	<b>Points</b>
Articles in refereed journals authored or co-authored, published or accepted for publication.	5
Author or co-author of a first edition book, published or accepted for publication.	5
Author or co-author of a first edition book chapter, published or accepted for publication	5
<p>Presentation of an original work authored by the Faculty Member at an international, national, or recognized regional conference in the Faculty Member's discipline where the application or submission process was competitive and at least one of the following applies:</p> <ol style="list-style-type: none"> <li>1. The body responsible for holding the conference reviewed and accepted a paper equivalent in rigor to the activities mentioned in criteria 2.a above</li> <li>2. The body responsible for holding the conference reviewed and accepted an abstract or proposal, and consistent with Article XV, the Faculty Member provided documentation to the satisfaction of the Personnel Committee, School Director and Dean that the work was equivalent in rigor to the activities mentioned in criteria 2.a above</li> </ol>	5
Primary author or co-author of an externally funded grant that involves scholarly/creative activity of a substantial nature in preparing the grant proposal itself. The grant must be an original scholarly and/or creative activity, and some parts of the grant must be disseminated (e.g., grant report). Grant reports are not counted as a separate major activity.	5
Approved patents.	5

<b>Minor Activities</b>	<b>Points</b>
Abstracts in refereed proceedings authored or co-authored, published or accepted for publication.	1
Presentations at professional meetings, colloquia, or workshops; other lectures or presentations describing scholarly or creative contributions.	2
Articles in refereed proceedings authored or co-authored, published or accepted for publication.	3
Articles in non-refereed journals authored or co-authored, published or accepted for publication.	2
Creative participation in the subject area through development of instructional materials which are of an original and previously unreported nature, and which result in the development of new applications and/or interpretations accompanied by dissemination of these new instructional materials, in workshops, in symposia, or by publication.	2
Reviews authored or co-authored, published or accepted for publication.	1
Books edited or co-edited that were published or accepted for publication.	3
Grant development and administration as described in Article XV.B.2.c.2 of the EMU-AAUP contract.	3
Referee of a manuscript submitted to a professional publication.	1
Editor of a professional publication	3
Professional development as described in Article XV.B.2.c.1 of EMU-AAUP contract	2

For faculty members hired after September 1, 2021 or faculty members applying for the research/creative release: faculty must meet the Research/Creative Activity Release requirement of 1) completing two (2) scholarly/creative works from the Major activities and one (1) scholarly/creative work from the Minor activities per five-year evaluation period; and 2) meet a Scholarly/Creative activity rating of "Distinctly Above Average".

### Evaluating Reports

1. The faculty member must provide a narrative statement and supporting documentation for each activity describing in clear and explicit terms how and to what extent the activity has met the criteria in the Departmental Evaluation Document and the Agreement.
2. The Personnel Committee should comment on each activity including a statement that clearly indicates how and to what extent the activity does or does not meet the criteria in the Departmental Evaluation Document and the Agreement.
3. The School Director should comment on each activity including a statement that clearly indicates how and to what extent the activity does or does not meet the criteria in the Departmental Evaluation Document and the Agreement.

## Rating

One of the following ratings will be assigned based on the total earned scholarly/creating activity points:

- For faculty hired before September 1, 2021:

<b>Exceptional (E)</b>	<ul style="list-style-type: none"><li>• Exactly 15 points and above</li><li>• Completing at least one Major scholarly/creative activity</li></ul>
<b>Distinctly Above Average (DAA)</b>	<ul style="list-style-type: none"><li>• Exactly 10 to 14.99 points</li><li>• Completing at least one Major scholarly/creative activity</li></ul>
<b>Average (A)</b>	Exactly 5 to 9.99 points
<b>Below Average (BA)</b>	Less than 5 points

- For faculty hired after September 1, 2021, or selected the Research/Creative Activity Release option:

<b>Exceptional (E)</b>	<ul style="list-style-type: none"><li>• Exactly 20 points and above.</li><li>• Meeting the Research/Creative Activity Release requirement of completing two scholarly/creative works from the Major activities and one scholarly/creative work from the Minor activities.</li></ul>
<b>Distinctly Above Average (DAA)</b>	<ul style="list-style-type: none"><li>• Exactly 15 to 19.99 points.</li><li>• Meeting the Research/Creative Activity Release requirement of completing two scholarly/creative works from the Major activities and one scholarly/creative work from the Minor activities.</li></ul>
<b>Average (A)</b>	Exactly 10 to 14.99 points
<b>Below Average (BA)</b>	Less than 10 points

## C. Service Activity

The faculty member will clearly identify their Service activities in a narrative text. Supportive evidence must be provided to indicate the quantity of different Service activities and the quality of the effort expended in those activities. The narrative must include the following:

- The specific activities presented for evaluation.
- A description of the way in which they have contributed to the good of the Program, Department, College, University, and/or the profession.
- The manner in which the faculty member has met the DED criteria.

### Evaluating Reports

The Personnel Committee and the School Director will evaluate all evidence submitted. Written reports will be made separately by the Personnel Committee and the School Director giving the rationale for the rating awarded for Full Evaluations for Reappointment, Tenure and Promotion and Full Professor Salary Adjustment.

### Rating

The faculty member's service activity will be rated as one of the following:

- **Exceptional (E)**

Awarded when the quantity and quality of service shall be evaluated in addition to the basis described for distinctly above average, as far beyond that normally expected of faculty. This shall be evidenced by such factors as:

1. Consistently assuming and executing leadership roles in committees, councils, boards, program reviews, accreditations, or other similar roles.
2. Identifying, initiating the actions for, and satisfying the needs of the department and university or community.
3. A continuing record of involvement.

- **Distinctly Above Average (DAA):**

Awarded when the quality and quantity of service shall be evaluated, in addition to the basis described for average, as substantially more than one's fair share. This shall be evidenced by such factors as:

1. Frequent membership on committees that demand a commitment in excess of that required for an average rating.
2. Identifying departmental, university, and/or organizational needs and working towards fulfillment of those needs.

- **Average (A):**

Awarded when the quality and quantity of service shall be evaluated as that normally expected: one's fair share. This shall be evidenced by such factors as:

1. Accepting assignments and executing the prescribed duties.
2. Volunteering or accepting nominations to serve on committees or councils, or executive positions.
3. Regularly attending meetings of the department and of other organizations to which the faculty member belongs.
4. Regular contributions to the worth of the organization.
5. Preparedness at meetings

- **Below Average (BA):**

Awarded when the quality and/or quantity of service shall be evaluated as less than that normally expected: less than one's fair share. This rating shall be awarded when the person does not meet the requirements of the Average rating.



## V. Appendices

### A. Appendix A: Course Evaluation Form

The following questions must be included on the Course Evaluation Form for each course:

- My instructor displays a clear understanding of course topics.
- My instructor has an effective style of presentation.
- My instructor seems well prepared for class.
- My instructor stimulates interest in the course.
- My instructor makes good use of examples and illustrations.
- My instructor returns assignments quickly enough to benefit me.
- My instructor used a variety of teaching methods in this course.
- I would highly recommend this instructor.
- My instructor presents the course in a well-organized manner.
- My instructor is helpful when I have a question.
- My instructor respects students from diverse backgrounds.
- The instructor is reasonably accessible outside the classroom.

B. Appendix B: Instructor Evaluation Form

School of Information Security and Applied Computing  
Instructor Evaluation Form

Faculty: \_\_\_\_\_

Course visited: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Type of class activity:  Lecture;  Demonstration;  Laboratory;  Online

The observer is to comment on the strengths and weaknesses of the observed instructional activities. These include but may not be limited to the following:

Criteria	Comments
<p><b><u>Planning and Teacher Organization</u></b></p> <ul style="list-style-type: none"> <li>• Well prepared for class.</li> <li>• Begins class on time in an orderly and organized fashion.</li> <li>• Reviews topics from pervious class as transition, if appropriate.</li> <li>• States learning objectives for the class session.</li> <li>• Makes clear transition from one topic to another.</li> <li>• Summarizes periodically points previously made.</li> <li>• Makes use of teachable moments.</li> <li>• Summarizes and gives closures at end of topic/class.</li> </ul>	
<p><b><u>Presentation Techniques and Methods</u></b></p> <ul style="list-style-type: none"> <li>• Selects appropriate teaching methods to enhance student learning.</li> <li>• Arranges classroom for appropriate instruction.</li> <li>• Incorporates appropriate visual support tools to increase student comprehension.</li> <li>• Varies pace of class to enhance student attentiveness.</li> </ul>	



## C. Appendix C: Procedure for Classroom Visitation

### **Prior to the class visit:**

1. The evaluator, a member of the Personnel Committee, and the School Director will contact the faculty member to arrange a specific class to visit. The faculty member shall be entitled to up to two additional peer evaluations by faculty chosen by mutual agreement of the faculty member and the School Director. The visit should last a minimum of 50 minutes.
2. The faculty member being evaluated will provide the evaluators with the dates and times of several possible classes to visit. The evaluator will indicate to the faculty member what class they plan to attend.
3. The faculty member will provide the evaluator with a course syllabus, handouts that relate to the class session, and a brief description of the planned class activity. Classes where little observable activity takes place (students taking exams or completing an individual writing assignment) should be avoided.

### **During the visit:**

1. The evaluator should arrive before the start of class and locate themselves in the back or side of the classroom.
2. The faculty member may determine if they want to introduce the visitor and/or describe the purpose of the visit.
3. The evaluator should refrain from participation in class discussion and/or activities unless called upon by the faculty member.

### **After the visit:**

1. The evaluator must complete the classroom observation form.
2. The evaluator must make the arrangements for a meeting with the faculty member to discuss the observation and evaluation.
3. The faculty member must sign the evaluation form indicating that they have reviewed the completed evaluation form and had an opportunity to ask questions about it.
4. The faculty member shall receive a copy of this evaluation form, within five (5) days following the classroom visit.

D. Appendix D: Advisor Evaluation Form

School of Information Security and Applied Computing  
 Advisor Evaluation Form

Advisor Name: \_\_\_\_\_

Student Major: \_\_\_\_\_

Date: \_\_\_\_\_

Criteria	Rating (Please select one)
1. The advisor was available during office hours for consulting or scheduling appointments.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
2. The advisor was dependable and punctual in keeping appointments.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
3. The advisor seemed interested in helping me.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
4. The advisor demonstrated knowledge of program requirements.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
5. The advisor demonstrated knowledge about university requirements.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
6. The advisor was helpful with information about career opportunities.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
7. If the advisor could not answer a question, an attempt was made to refer me to someone who had the answer.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
8. The advisor was professional in their manner.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
9. The advisor was courteous.	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
<p><b><u>Additional Comments:</u></b></p>          	

Please leave this form with the secretary in the departmental office or fold, staple, and drop into campus mail, addressed to School of Information Security and Applied Computing, Advisor Evaluation Form, Room 211 Sill Hall.