

**Department of Civil & Environmental Engineering**  
**Criteria for Excellence in Teaching for Initial and Continuing Post-Six Year Appointment**  
**Non-Senate Faculty (Unit 18 Members)**  
**10/04**

An initial and a continuing post-six year appointment for non-senate faculty (NSF) will be considered after the Department Chair has determined an instructional need to support a continuing NSF appointment. The Department Chair carefully assesses the impact of CEE's instructional need on critical issues such as the department academic plan; the number, type and subject matter of courses to be taught; funding availability; new program requirements; the need to infuse new perspectives or pedagogy; number of instructors needed in each of the categories of non-Senate faculty (Unit 18, Postdocs, Adjunct, Visiting), and other operational considerations.

The criteria for excellence in teaching for initial and continuing post-six year NSF (Unit 18 members) is demonstrated competence in the field and in teaching, academic responsibility, and other assigned duties. Instructional performance is measured by evaluation of evidence demonstrating such qualities as:

- Command of the subject matter and continued growth in mastering new topics.
- Ability to organize and present course materials.
- Ability to awaken in students an awareness of the importance of the subject matter.
- Ability to arouse curiosity in beginning students and to stimulate advance students to do creative work.

The Department evaluates the incumbent's Excellence in teaching based on a review of the following types of documentation:

- Ratings and comments from teaching evaluations submitted by students. The ratings must consistently meet a minimum score of 3.5 (highest score, 5 = Excellent)
- Peer observation of teaching
- Materials prepared such as syllabus, handouts, reading assignments, exams and grading criteria should be clear
- Professional conduct as a faculty member