Faculty Evaluation Criteria
Department of Classical Studies
(approved 20 August 2015)

The Classical Studies Department uses the following criteria for the evaluation of faculty in regards to annual reports based upon Vita updates and in regards to recommendations for raises. This same criteria and terminology may be used to describe the progress of any faculty member both in discussions with the Chairperson or in documentation cited for renewal, promotion, or dismissal.

It is the responsibility of the Chairperson to interpret how best to translate any faculty member’s departmental evaluation into any alpha-numeric rating system supplied by SORC or by other committees as relating to merit and salary.

I. Teaching Effectiveness

Quality of instruction is based on direct observation of classroom activities, or on reports of direct observation by other faculty, and in consultation with the faculty member being evaluated. Student evaluations may be taken into account, especially where there is a preponderance of comments on a certain aspect of the instructional experience. In the main, the evaluation of teaching effectiveness focuses on:

- The quality of instruction
- The effectiveness of pedagogical methods
- Preparation and organization of materials
- Command of the materials
- Rapport with students
- Peer evaluation
- Student evaluations may be considered when a preponderance of the reviews attest to the high quality of the instruction

1. Successful Teaching: Teaching deemed successful is characterized by the following:

- Classes that present the materials with appropriate breadth and depth, as per department course descriptions and best practices in the field.
- Pedagogical techniques that are effective and reflective of best practices in the field.
- Preparation and organization that allows for productive use of class time and for the students to follow activities and objectives.
- Command of the materials that allows for their explication, analysis, and interpretation.
- Rapport with the students that creates and maintains a productive and civil classroom atmosphere.
- Conscientious and timely grading and correcting of written work.
- Availability to students outside of class.
- Ability to adapt courses at the request of the Chairperson as reflective of departmental needs.
- Willingness to teach a variety of courses as needed.
2. **Meritorious Teaching**: Teaching deemed meritorious includes meeting the criteria for successful teaching and adds the following:

- Evident willingness to adapt courses either to reflect shifts in the field, adjustment in curriculum (e.g. moving a course to A level, adapting it to meet a common curriculum requirement, etc.)
- Evident willingness to continue learning for the improvement of course content and/or pedagogical method
- Supporting the department by inspiring and encouraging students to continue their studies of Classics
- Evident willingness to respond to the needs of students by supervising honors theses, independent studies, internships, or taking students abroad (includes non-Loyola programs)

3. **Outstanding Teaching**: Teaching deemed outstanding includes all the criteria of meritorious teaching, excepting the final criterion (supervision for honors theses, independent studies, internships and study abroad) as there may not be students eligible for those opportunities in any given term. To those criteria, outstanding teaching adds the following:

- Superlative evaluations from peers, students
- Awards and/or citations for teaching from awards committees or professional organizations

**II. Evaluation of Research**

The evaluation of scholarly activities is based on publications, presentations, curatorships, archaeological fieldwork, editorial work, and other scholarly activity as per the department protocol and in accordance with standards for scholarly activity as suggested by the Society for Classical Studies and the Archaeological Institute of America. Unpublished research and items under consideration may also be considered. These activities may include, but are not limited to:

- Peer-reviewed books, e-books, or book-length e-publications (e.g. digital-platform monographs, digital interactive site reports)
- Pedagogical materials vetted by peers
- Peer-reviewed articles, notes, and book reviews
- Presentations at local, regional, national, or international conferences
- Supervisory fieldwork at archaeological sites
- Published archaeological site reports
- Curatorship of exhibits at museums or galleries
- Commentaries and editions of texts as part of a peer-reviewed series or book
- Translations as part of a peer-reviewed series or book
- Performance practice/theater productions (both original practices and adapted)
- Editorship of a journal
- Creative representations of the Classical past (e.g. poetry, film, essays, fiction, etc.) in peer-reviewed publications
• Unpublished research may be taken into consideration, particularly when it is done in conjunction with a grant and/or book contract

1. **Successful Research:** Research output is deemed successful at a rate equivalent to:
   • One peer-reviewed article every three years
   • One peer-vetted activity from the above list every two years
   • One presentation every three semesters

2. **Meritorious Research:** Research output is deemed meritorious when, as per the characterization above, the following is met:
   • One peer-reviewed article every year
   • One peer-vetted activity from the above list every year (e.g. supervision of an archaeological site, publication of translation in a peer-reviewed publication, or presentation of theatrical performance based on translation/adaptation through a venue vetted by peers)
   • Publication of pedagogical materials (e.g. textbooks, teaching aids, etc.)

3. **Outstanding Research:** Research output is deemed meritorious when it meets the following criteria:
   • Curation of a museum or gallery exhibit
   • Editorship of a journal

### III. Service

All faculty (excepting part-time faculty) are expected to contribute to activities that benefit the department, college, university, and field. Service to the community will be considered when such service is in line with the goals of the university or the field. Since different service activities require different investments of time (i.e. some committees meet more frequently than others), service will not be judged by number of positions held, but rather by an assessment of amount of work required by each. When the Chairperson is in doubt as to the nature of the service activity, the Chairperson will consult with the faculty member, and/or other appropriate sources of information, in order to determine the level of service involved.

Typical service activities may include:

• Academic advising
• Mentoring students
• Serving on committees
• Holding an office on a committee or within College Assembly or University Senate
• Serving as Chairperson of a department
• Holding an appointed advisory position at the university (i.e. parliamentarian, ombudsperson, director of Women’s Studies, etc.)
• Sponsoring guest speakers, lecture series, etc.
• Hosting campus events
• Participating in campus events (e.g. Open House, panel discussions, recruitment activities, etc.)
• Sponsoring student clubs or groups
• Serving as a peer-reviewer for a journal or press
• Serving as an editor or grader on the National Latin Exam, National Greek Exam, or similar
• Holding office in a regional or national organization

1. **Successful Service**: Engaged in service activities on a minimum of three committees at the college, university and/or national level.

2. **Meritorious Service**: Engaged in service activities on a minimum of five committees at the college, university and/or national level.

3. **Outstanding Service**: Engaged in service activities on a minimum of seven committees at the college, university and/or national level. The chair of the department automatically receives Outstanding Service recognition for the duration of his/her term as chair.