

**Section 612.5.2.c.(2)(a) of the Administrative Manual:  
Procedures for Evaluating Teaching Effectiveness  
(Approved February 22, 2007)**

612.5. Department Level

1. Composition and Eligibility.
2. Responsibilities.
  - a. The Department Committee . . .
  - b. The Department Committee . . .
  - c. Each Department shall have on record . . .
    - (1) Criteria for retention, . . .
    - (2) Procedures for evaluating teaching effectiveness.
      - (a) Class visits, not excluding online, distance learning, service-learning, and laboratory classes, shall be made at least once each academic year for all probationary faculty and faculty under consideration for promotion. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.