**Instructor Evaluated (print): Date:**

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| --- | --- | --- | --- | --- | --- | --- |
| 1. **Demonstrates a thorough and accurate knowledge of the field or discipline.** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |
| 1. **Provides and reinforces linkages between instruction and practical applications.** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |
| 1. **Actively seeks opportunities to participate in, such as professional organizations and events, which allow instructors to network and interact with others in their teaching field at the state, regional, or national level.** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |
| 1. **Guided by the outcomes, teaches to the competencies as outlined in the course syllabus.** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |
| 1. **Presents ideas clearly and creates a climate conducive to learning and critical thinking;** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |
| 1. **Presents well prepared well-organized and relevant material.** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |
| 1. **Participates in assessment activities for the purpose of effecting improvement to student learning, instructional delivery, and curricular development.** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |
| 1. **Develops evaluation methods which measure student progress towards course outcomes and competencies.** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |
| 1. **Evaluates student work and provides feedback in a timely manner.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Complies with established college policies and procedures.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Teaches courses in accordance with catalog descriptions and the schedule of classes except as modified by agreement with the appropriate supervisor or college administrator.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Ensures accessibility to students and colleagues by posting and adhering to appropriate on-campus or on-line office hours.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Maintains accurate scholastic records of students while assuring confidentiality of student information.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Prepares, updates, submits and distributes syllabi for all assigned sections in accordance with college policy.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Performs other reasonable duties as may be prescribed by the appropriate supervisor or college administrator.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Participates within the department and across curricular areas in the development of new courses and/or programs within the mission of the college.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Participates in recruitment and retention of students, faculty, and staff.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Serves on College, divisional, and program committees as assigned.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| **19. Attends meetings and events as required by College administration.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| **20. Responds in a timely fashion to information requests from College, division, and program administrators.** | | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations |
| Faculty comment: | |  | |  | |  |
| Supervisor Comment: | |  | |  | |  |
| 1. **Collaborates and supports associate and full-time colleagues in development and execution of responsibilities.** | 1. Needs Improvement | | 2. Meets Expectations | | 3. Exceeds Expectations | |
| Faculty comment: |  | |  | |  | |
| Supervisor Comment: |  | |  | |  | |

Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[Faculty signature indicates this evaluation was discussed with him/her, and is not intended to infer agreement.]*

**Checklist for Chain-of-Command Approval**

The supervisor will complete the Faculty Recommendation Form based on the results of the Instructional Evaluation Form, Classroom Visitation Form, and if applicable, the Performance/Conduct Improvement Plan.

Once done, the supervisor will attach all of the forms together and then send them up the chain-of-command for approval with the final approver being the Vice President.

\_\_\_\_ The Instructional Evaluation Form has been completed by both the supervisor and the employee.

\_\_\_\_ Any Instructional Evaluation Form score of “3” includes supporting comment by the supervisor.

\_\_\_\_ A Performance/Conduct Improvement Plan is included if the Instructional Evaluation Form contains any score of “1” on the Instructional Evaluation Form, or if any concerns are documented on the Classroom Visitation Form.

\_\_\_\_ The Instructional Evaluation Form, Classroom Visitation Form and if applicable, the Performance/ Conduct Improvement plan were presented to the faculty member in a face-to-face meeting.

\_\_\_\_ The Instructional Evaluation Form, Classroom Visitation Form, and if applicable, the Performance/

Conduct Improvement Plan have all been signed by both the supervisor and the faculty member.

\_\_\_\_ The Instructional Evaluation Form, Classroom Visitation Form, Faculty Recommendation Form and if applicable, the Performance/Conduct Improvement Plan have been stapled together as a single document and submitted for additional signatures up through the chain-of-command.