



Instructional Faculty Performance Evaluation

Name: _____ Date: _____

Instructional Program or Discipline: _____

Evaluators: _____

Rating Scale*:

- N/A **DOES NOT APPLY** to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area
- (1) Doing **LESS** and/or quality is **LESS THAN EXPECTED** (quality/quantity)
- (2) Doing **WHAT IS EXPECTED** in this position (quality/quantity)
- (3) Doing **MORE** and/or **BETTER THAN EXPECTED** (quality/quantity)

**Evaluators must explain any rating of 2 or less in the comments section or on a separate sheet of paper*

Sources on which Evaluation is based:

Self-Evaluation Student Review of Faculty Performance Faculty/Team Initials:
Worksite Observation Mid-Semester Review Date: _____
Other: _____

Teaching and Instructional Effectiveness

Evaluator Observations:

RATING
(1) (2) (3) N/A

1. Plans for and is well-prepared to teach.
2. Provides courteous and effective delivery of instruction.
3. Courteous and approachable by students.
4. Demonstrates sensitivity to students from diverse backgrounds.
5. Able to relate with students and command their respect.
6. Stimulates student participation.
7. Instruction is consistent with the stated and approved goals and content of the course.
8. Shows enthusiasm for the subject matter.
9. Uses effective motivation to create student desire to learn the subject/skills.
10. Makes effective use of teaching aids and materials.
11. Prepares complete course information sheet.
12. Updates course content, methods, and materials of instruction as necessary.
13. Coordinates course content and methods with established outlines.
14. Meets and assists students during office hours (for regular faculty and adjunct faculty if they provide office hours).

Student Observations:**RATING**
(1) (2) (3) N/A

1. Plans for and is well-prepared to teach.
2. Courteous and approachable by students.
3. Demonstrates sensitivity to students from diverse backgrounds.
4. Uses standards of student evaluation that are clear, fair, and followed consistently throughout the course.
5. Requires and evaluates levels of student effort sufficient to determine the mastery of the subject or skills in the course.
6. Grades and returns student assignments and tests in a reasonable period of time.
7. Meets and assists students during office hours (for regular faculty and adjunct faculty if they provide office hours).

Overall Teaching and Instruction Effectiveness

(An average rating of 1.5 = an overall average of 2; 2.5 = 3)

Area/Departmental Responsibilities and College-Wide Service**RATING**
(Yes) (No) (N/A)

1. Is knowledgeable about and abides by College, Area and Departmental policies, procedures, and timelines/targets
 2. Orders instructional materials, equipment, textbooks, etc. in a timely fashion
 3. Works cooperatively with and assists other staff members (especially new faculty)
 4. Provides information for the development of departmental budgets and monitors expenditures as needed
 5. Exercises good judgement in the management and use of facilities, equipment & supplies
 6. Attends division meetings and in-services
 7. Develops Student Learning Outcomes or Service Area Outcomes as needed
 8. Assesses Student Learning Outcomes or Service Area Outcomes as needed
 9. Produces written reports on SLO or SAO assessment results as needed
 10. Initiates and/or participates in overall department-wide program development, maintenance, evaluation, revision, updating, and/or expansion of programs
Examples:
-
11. Participates in Area and Departmental duties and responsibilities

Area and Departmental Responsibilities Overall Rating

(An average rating of 1.5 = an overall average of 2; 2.5 = 3)

RATING
(1) (2) (3) (N/A)**College-Wide Service****RATING**
(Yes) (No) (N/A)

12. Demonstrates a pattern of service on College committees, projects and/or student organizations
13. Participates in faculty/college governance
14. Participates in flexible calendar duty days

Professional Development
(Years 2, 3, and 4 only)

(Yes) (No) (N/A)

1. Demonstrates a pattern of academic/professional and/or technical updating or currency

Comments by Evaluators

Classroom Visitation Date(s): _____ **Time:** _____

Specific Course Name: _____

Comments (Address any ratings of 2 and below): _____

*If necessary, provide additional comments and/or recommendations for improvement on a separate sheet of paper.

Recommendation

Check one of the choices below:

1. Not recommended for continued employment
2. Continued employment contingent upon correction of noted recommendations for improvement
- *Any rating of 2 or lower in the overall categories must include recommendations for improvement (include or attach to evaluation)*
3. Recommended for continued employment

Comments by Faculty Member
(Attach additional sheets if needed)

Note: Attach a copy of the student evaluation summary.

Signature of Employee: _____ **Date:** _____

Signature of Administrator: _____ **Date:** _____

The above signature of the faculty member indicates that the faculty member has been given a copy of this evaluation and has had the opportunity to review it. It does not necessarily denote agreement with all factors of the evaluation.