**FACULTY**

**EVALUATION SUMMARY**

Instructor Date

Department Courses Taught

INSTRUCTOR STATUS: Full Time, Probationary Status: First Year Second Year Third Year

Full Time, Regular Status

Part Time: First Term 30 ILC Step Advancement

For academic year ending:

I. SUMMARY OF REQUIRED STUDENT RATINGS.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| (*List courses rated→*) |  |  |  |  |  |  |
| 1. Instructor Role: Course requirements and learning objectives clearly explained |  |  |  |  |  |  |
| 2. Instructor Role: Assignments were consistent with course objectives |  |  |  |  |  |  |
| 3. Instructor Role: Assignments contributed to understanding |  |  |  |  |  |  |
| 4. Instructor Role: Provided useful feedback |  |  |  |  |  |  |
| 5. Instructor Role: Used effective methods to illustrate or clarify key concepts |  |  |  |  |  |  |
| 6. Instructor Role: Discussions were helpful to learning |  |  |  |  |  |  |
| 7. Instructor Role: Available to assist student |  |  |  |  |  |  |
| 8. Instructor Role: Grading method was clear |  |  |  |  |  |  |
| 9. Instructor Role: Grading method was fair |  |  |  |  |  |  |
| 10. Instructor Role: Created supportive learning environments |  |  |  |  |  |  |
| 11. Instructor Role: Improved critical-thinking skills |  |  |  |  |  |  |
| 12. Instructor Role: Textbook was helpful |  |  |  |  |  |  |
| 13. Instructor Role: Worthwhile course |  |  |  |  |  |  |
| 14. Instructor Role: Would recommend this course |  |  |  |  |  |  |

OVERALL ASSESSMENT: Excellent Very Good Satisfactory Improvement needed \_\_Unsatisfactory

COMMENTS:

II. CLASSROOM VISITATIONS

Completed: Date by

Date by

COMMENTS:

DEPARTMENT CHAIR COMMENTS:

III. PROFESSIONAL DEVELOPMENT AND INSTRUCTIONAL IMPROVEMENT (N/A first year):

1. Professional development goals met Yes Partial No N/A

2. Curriculum/instructional improvement goals met Yes Partial No N/A

IV. PREPARATION AND MANAGEMENT: The following checklist is to be based on review of the related documents.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Very Good | Satisfactory | Needs  Improvement | Unsatisfactory |
| 1. Course syllabi |  |  |  |  |  |
| 2. Covers course outline/syllabus |  |  |  |  |  |
| 3. Records maintenance |  |  |  |  |  |
| 4. Assignments, tests |  |  |  |  |  |
| 5. Grading/evaluation practices |  |  |  |  |  |

OVERALL ASSESSMENT: Excellent Very Good Satisfactory Improvement needed \_\_Unsatisfactory

COMMENTS:

V. SERVICE TO THE COLLEGE: Comments, recommendations

OVERALL ASSESSMENT: Excellent Very Good Satisfactory Improvement needed \_\_Unsatisfactory

COMMENTS:

VI. ASSESSMENT OF OVERALL FACULTY PERFORMANCE:

Excellent Very Good Satisfactory Improvement needed Unsatisfactory

VII. CONTRACT/STATUS RECOMMENDATIONS (*check one*)

Award contract for the following academic year

Award Continuing Contract/Step Advancement (if eligible)

Continue part-time contract/Step Advancement (if eligible)

Instructional Improvement Plan

Do not award contract for the following academic year

Instructor Date Supervisor Date

(A copy of this summary is to be filed in the Office of Instruction for inclusion in the official personnel file. If the instructor disagrees with the assessment, the instructor’s response and the Dean or Director’s supporting documentation should be attached.)

Rev. 4/2010