

CLASSROOM FACULTY EVALUATION

Faculty Member's Name

☐ Tenured

☐ Tenured-Track

☐ Adjunct

Date

Division

Evaluator's Name

NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT.

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
NI = Needs Improvement	NO = Not Observed

EVALUATION CRITERIA

Classroom Performance	EX	MT	NI	UN	NA	NO
1. Communicates clearly and effectively						
2. Organizes class & course material to foster student learning						
3. Demonstrates mastery & currency of content						
4. Uses class time and/or technology-mediated instruction options in an effective manner						
Narrative Comments (Required for EX, MT, NI or UN):						
Evidence of Student Learning	EX	MT	NI	UN	NA	NO
5. Develops assignment/activities to elicit student critical thinking						
6. Provides opportunities for student participation						
7. Uses visual, auditory and contextual modalities for student learning						
8. Classroom environment is conducive to learning						
9. Develops assignments/assessments consistent with course objectives						
10. Assesses student success and responds appropriately to information gathered						
Narrative Comments (Required for EX, MT, NI or UN):						
Relationship with students, staff and colleagues	EX	MT	NI	UN	NA	NO
11. Demonstrates respect for students & others						
12. Demonstrates respect for colleagues						
13. Assists students during scheduled office hours						
14. Student evaluations						

CLASSROOM FACULTY EVALUATION

Name (Last/First) _____

Relationship with students, staff and colleagues - continued

Narrative Comments (Required for EX, MT, NI or UN):

Approaches to Learning

15. Course overview/syllabi/exams/other material meet required standards

16. Displays enthusiasm for the subject matter

17. Effective use of varied teaching techniques

18. Develops innovative techniques for teaching content

Narrative Comments (Required for EX, MT, NI or UN):

Professional Responsibility - Tenured and Tenure-Track Faculty Only

19. Consistently submits grades, rosters, positive attendance on time

20. Completes flex assignments in a timely manner

21. Participates in evaluation and/or hiring committees

22. Constructively participates in:

a. Division and professional development activities

b. Governance and other campus committees

c. Faculty, division, and department meetings, if applicable

d. Work with peers to improve programs

e. Program review

f. Curriculum development and assessment

Narrative Comments (Required for EX, MT, NI or UN):

Professional Responsibility - Adjunct Faculty Only

23. Consistently submits grades, rosters, positive attendance on time

24. Completes flex assignments in a timely manner

Compensated time for the additional activities listed below shall not be rated on this form

25. Constructively participates in:

a. Division and professional development activities

b. Governance committees

c. Faculty, division, and department meetings, if applicable

d. Work with peers to improve programs

e. Program review

f. Curriculum development and assessment

Compensated time for the additional activities listed below shall not be rated on this form - continued
Narrative Comments (Required for EX, MT, NI or UN):

Evaluator's assessment of optional self-evaluation by evaluatee (attach self-evaluation form to this document)

When determining the overall rating, please note:

The evaluation criteria (Classroom Performance; Evidence of Student Learning; Relationship with Students, Staff and Colleagues; Approaches to Learning; and Professional Responsibility) cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria sections in the Summary Evaluation below.

☐ Exceeds professional standards	The instructor is innovative, engaging and creates a learning environment that produces an outstanding educational experience for the students. Students come away excited and knowledgeable about the subject. Exemplary performance outside the classroom may also be considered.
☐ Meets professional standards	The instructor knows the subject matter and presents it in an understandable and orderly manner. Students gain knowledge of the key concepts and issues in the course. Satisfactory performance outside the classroom may also be considered.
☐ Needs to improve	The instructor has an academic understanding of the subject field, but has difficulty translating that understanding into an effective classroom presentation. Students have trouble grasping core concepts and fail to engage with the subject matter
☐ Unsatisfactory performance	It is not clear that the instructor has the fundamental knowledge in the subject field. Class presentation has little or no relation to accepted course outline. No measureable student learning is evident, and course exit standards appear to be ignored.

Summary evaluation including commendations and recommendations:

SIGNATURES

Evaluator	_____	Date	_____
Division Chair	_____	Date	_____
Evaluatee	_____	Date	_____

Signature of evaluatee does not constitute an endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.

- Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- A copy is provided to the evaluatee.
- A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the Instructional Services Office.