

**CLASSROOM FACULTY EVALUATION**

Faculty Member's Name \_\_\_\_\_  
 Tenured       Tenured-Track       Adjunct

\_\_\_\_\_ Date      \_\_\_\_\_ Division

Evaluator's Name \_\_\_\_\_

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

**NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT.**

**EVALUATION CRITERIA**

<b>Classroom Performance</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
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):						
<b>Evidence of Student Learning</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
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):						
<b>Relationship with students, staff and colleagues</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
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):

<b>Approaches to Learning</b>	EX	MT	NI	UN	NA	NO
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15. Course overview/syllabi/exams/other material meet required standards						
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16. Displays enthusiasm for the subject matter						
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17. Effective use of varied teaching techniques						
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18. Develops innovative techniques for teaching content						
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Narrative Comments (Required for EX, MT, NI or UN):

<b>Professional Responsibility - Tenured and Tenure-Track Faculty Only</b>	EX	MT	NI	UN	NA	NO
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19. Consistently submits grades, rosters, positive attendance on time						
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20. Completes flex assignments in a timely manner						
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21. Participates in evaluation and/or hiring committees						
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22. Constructively participates in:						
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a.	Division and professional development activities					
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b.	Governance and other campus committees					
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c.	Faculty, division, and department meetings, if applicable					
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d.	Work with peers to improve programs					
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e.	Program review					
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f.	Curriculum development and assessment					
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Narrative Comments (Required for EX, MT, NI or UN):

<b>Professional Responsibility - Adjunct Faculty Only</b>	EX	MT	NI	UN	NA	NO
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23. Consistently submits grades, rosters, positive attendance on time						
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24. Completes flex assignments in a timely manner						
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**Compensated time for the additional activities listed below shall not be rated on this form**

25. Constructively participates in:	EX	MT	NI	UN	NA	NO
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a.	Division and professional development activities					
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b.	Governance committees					
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c.	Faculty, division, and department meetings, if applicable					
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d.	Work with peers to improve programs					
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e.	Program review					
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f.	Curriculum development and assessment					
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**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.**

- |   |   |
|---|---|
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> 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.                                       |
| <input type="checkbox"/> Needs to improve               | The instructor has an academic understanding of the subject field, but has difficulty translating that understanding into an into an effective classroom presentation. Students have trouble grasping core concepts and fail to engage with the                                     |
| <input type="checkbox"/> Unsatisfactory performance     | It is not clear that the instructor has the fundamental knowledge in the subject field. Class presentation has little or no 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.