



CONFIDENTIAL

**SELF/SUPERVISOR PERFORMANCE EVALUATION FORM
FOR ADJUNCT/CONTINUING EDUCATION/
CONTRACT INSTRUCTION FACULTY**

Instructions: This evaluation form will be used for adjunct, continuing education, and contract instruction faculty performance evaluations (to be completed during the first semester of employment and annually thereafter). The original will be placed in the faculty member's file in Human Resources. A formal performance evaluation must be completed for each faculty at least annually.

A classroom observation must accompany this evaluation using the Classroom Observation Form attached to this form.

The supervisor should circle one rating in each performance area listed; do not overlap ratings. It is believed that the performance evaluation areas included on this form pertain to the vast majority of factors related to quality instruction.

Faculty Member's Name _____ Today's Date _____

Evaluator's Name _____

Type of Evaluation First Semester _____ Annual _____

Last Evaluation First Semester _____ Annual _____ Completed On _____

Completed By _____
(Name) (Title)

I have been given the opportunity to review the performance appraisal (up to 48 hours). I have discussed this evaluation with my supervisor. I have received a copy of this appraisal.

Faculty Member's Signature Date

Supervisor's Signature Date

ITEM 1

USES CURRENT SYLLABUS FOR EACH ASSIGNED COURSE TAUGHT

EXPECTED PERFORMANCE

- Faculty member uses an up-to-date syllabus approved by the Department Chair.
- Faculty member develops and/or updates syllabi for assigned courses annually.
- Faculty member maintains assigned syllabi in the Department Office.

EXCEPTIONAL PERFORMANCE

Examples of activities to this item are:

- Faculty member validates course content annually.
- Faculty member develops or revises a course based on the results of task surveys and/or the DACUM process as directed by Department Chair.

NEEDS IMPROVEMENT

For Example:

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member uses an out-of-date or unapproved syllabus even though an up-to-date one is available.
- Faculty member omits objectives in the syllabus without permission of the Department Chair.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 2

INFORMS STUDENTS OF COURSE REQUIREMENTS AND/OR CHANGES

EXPECTED PERFORMANCE

- The following information is communicated, in writing, to students: course outcomes, text and material lists, evaluation methods, due dates for projects.
- Project descriptions and evaluation methods are conveyed, in writing, to the students when the projects are assigned.
- Changes in course requirements are conveyed, in writing, to students.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member has gone beyond the scope of the expected in informing students of course requirements. This performance must be documented.
- The following information is communicated, in writing, to students within the first five days of class: course objectives, text and material lists, evaluation methods, and due dates for projects.

NEEDS IMPROVEMENT

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member makes a change in grade policy after students have started recording major grades.
- Faculty member fails to follow written grading policy when assigning course grades.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 3

DELIVERS INSTRUCTION IN A MANNER CONSISTENT WITH EFFECTIVE TEACHING PRINCIPLES

EXPECTED PERFORMANCE

- Faculty member presents instruction organized in a logical sequence in accordance with the identified course outcomes.
- Faculty member clearly defines new terminology, concepts, and principles.
- Faculty member explains abstract ideas and theories by using relevant examples and illustrations.
- Faculty member identifies and summarizes major points.
- Faculty member involves students in discussions or other active learning strategies relevant to identified course outcomes.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member employs a variety of teaching methods that accommodate individual differences to appropriately meet course outcomes.

NEEDS IMPROVEMENT

For example:

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member presents topics in no particular order; new topics don't build on topics previously mastered.
- Faculty member fails to get abstract ideas and theories across to students.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 4**DEVELOPS AND PREPARES INSTRUCTIONAL MATERIALS TO ASSIST STUDENT LEARNING****EXPECTED PERFORMANCE**

- Faculty member prepares, upgrades or revises instructional materials as necessary to assist student learning.
- Faculty member prepares, upgrades or revises instructional materials at the request of the Department Chair in the time frame specified.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member implements innovative learning materials for an assigned course.

NEEDS IMPROVEMENT

For example:

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member uses illegible or out-of-date instructional materials.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 5

USES EVALUATION METHODS RELATED TO COURSE OUTCOMES AND APPROPRIATE FOR COURSE CONTENT

EXPECTED PERFORMANCE

- Faculty member uses examination items and projects that measure the attainment of course outcomes.
- The Faculty member develops and uses tests and examinations that evaluate students' mastery of course outcomes.
- The Faculty member develops and uses projects that evaluate students' mastery of course outcomes.

EXCEPTIONAL PERFORMANCE

Examples of activities appropriate to this item are:

- Faculty member performs statistical/item analysis on test/examination items and projects during this evaluation period.
- Faculty member develops or revises examination items or projects based on item analysis and current course outcomes.

NEEDS IMPROVEMENT

For example:

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member uses examination items and projects unrelated to the course outcomes.
- Faculty member uses examination items and projects to evaluate students' mastery of material not yet presented in class or through homework.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 6

EVALUATES STUDENT PROGRESS ON A CONTINUING BASIS

EXPECTED PERFORMANCE

- Faculty member conducts tests, examinations and projects as described in the course syllabus.
- Faculty member evaluates and returns projects, tests, and evaluations to students at a reasonable, set time.
- Faculty member informs students of their progress whenever students complete a course outcome.
- Faculty member critiques student work (test, examinations, and projects) and suggests ways to improve.
- Faculty member maintains appropriate, up-to-date course records (includes grades and participation records).

EXCEPTIONAL PERFORMANCE

Examples of activities appropriate to this item are:

- Faculty member has gone beyond the scope of the expected in evaluating student progress on a continuing basis.

NEEDS IMPROVEMENT

For example:

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member fails to grade and return tests, examinations, homework and projects in a timely manner.
- Faculty member fails to keep students adequately informed of their progress in the course.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 7

ASSISTS STUDENTS WHO NEED ADDITIONAL INSTRUCTION TO MEET THE REQUIREMENTS OF THE COURSE

EXPECTED PERFORMANCE

- Faculty member re-explains and reteaches course items as appropriate.
- Faculty member recommends tutorial or remediation materials as appropriate.
- Faculty member recommends study skill methods as appropriate.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member volunteers extra time (beyond class/lab or office hours) to assist students who need additional instruction to meet the requirements of the course.
- To accommodate different learning styles, the faculty member prepares alternate presentations.

NEEDS IMPROVEMENT

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member is frequently unavailable during office hours or for special appointments to help students when requested.
- Faculty member discourages students from seeking tutorials or remediation materials.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 8

COMMUNICATES AND DEMONSTRATES KNOWLEDGE OF RULES AND PROCEDURES FOR SAFETY

EXPECTED PERFORMANCE

- Faculty member keeps students from shop using unsafe equipment in classroom, or lab.
- Faculty member avoids exposing students to undue or needless hazards or dangerous situations.
- Faculty member provides students with instruction concerning safe operation of equipment.
- Faculty member never leaves students unsupervised in a class or lab.
- Faculty member reports, in writing, unsafe equipment or hazardous situations to the Department Chair or Safety Office.
- Faculty member models safety procedures in classroom, shop and lab.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member develops safety materials for a course during the evaluation period.
- Faculty member improves facilities or equipment to increase safety for students.

NEEDS IMPROVEMENT

- Faculty member fails to meet one or more of the expected performance criteria.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 9

EXHIBITS PROFESSIONAL BEHAVIOR TOWARDS STUDENTS

EXPECTED PERFORMANCE

- Faculty member relates to all students impartially and considers different viewpoints when resolving conflict.
- Faculty member refrains from talking about or criticizing students in the presence of other students.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member has gone beyond the scope of the expected in exhibiting professional behavior toward students.

NEEDS IMPROVEMENT

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member uses obscene, vulgar, or otherwise objectionable language in the presence of students.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 10**MEETS SCHEDULED CLASSES AND MAINTAINS OFFICE HOURS****EXPECTED PERFORMANCE**

- Faculty member meets assigned classes and labs promptly at the scheduled times.
- Faculty member attempts to avoid cancellation of classes by making advance arrangements on occasions when faculty member is unable to meet scheduled classes.
- Faculty member notifies the Department Chair when unforeseen events make it impossible to meet classes.
- Faculty member notifies the Department Chair in the event of the faculty member's absence.
- Faculty member is in the office during the required weekly office hours to assist students unless excused by the Department Chair.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member devotes time beyond scheduled class/lab/office hours to provide students additional instruction.
- Faculty member competently covers classes for other faculty members who are out on leave.

NEEDS IMPROVEMENT

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member is late to class more than three times per term.
- Faculty member fails to hold class more than 10% of the time without approval of the Department Chair.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 11 SUBMITS COURSE REPORTS AND DOCUMENTS ON OR BEFORE DUE DATES

EXPECTED PERFORMANCE

- Faculty member submits book requests, course participation (validation) forms, student evaluations, or other similar documents on or before the due dates.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member suggests revisions, deletions, or additions to the required report and indicates how the change will improve student tracking, decision making, etc.

NEEDS IMPROVEMENT

For example:

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member consistently fails to submit requested reports and documents by the due dates.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 12

EXHIBITS PROFESSIONAL BEHAVIOR TOWARDS COLLEAGUES

EXPECTED PERFORMANCE

- Faculty member listens openly to different viewpoints of colleagues when resolving conflict.
- Faculty member refrains from criticizing other faculty members in the presence of students.
- Faculty member works harmoniously and effectively with colleagues for the benefit of the Department and the College.

EXCEPTIONAL PERFORMANCE

An example of activities appropriate to this item is:

- Faculty member facilitates initiatives to improve cooperation and productivity on campus.

NEEDS IMPROVEMENT

For example:

- Faculty member fails to meet one or more of the expected performance criteria.
- Faculty member uses obscene, vulgar, or otherwise objectionable language in the presence of colleagues.
- Faculty member is non-cooperative and non-productive in relationships with colleagues to the detriment of the Department and the College.

Performance Rating			
	0 Needs Improvement	1 Expected	2 Exceptional
Comments:			

ITEM 13 FACULTY OVERALL EVALUATION

Sum points from items 1 – 12 and enter points below

Exceptional ≥ 20 points and no “needs improvement” items

Expected < 20 points

Below expectations 2 or more “needs improvement” items

Total Points _____

NOTE: PROFESSIONAL DEVELOPMENT PLAN ON OFFICIAL FORMAT MUST BE WRITTEN FOR ALL “NEEDS IMPROVEMENT” ITEMS.
