

Supervisor's Evaluation of Full-Time Faculty

Instructor _____

Supervisor _____

Campus _____

Date _____

Referencing the college document which defines the duties and responsibilities of a full-time instructor, evaluate the instructor by responding to each of the following twenty statements. If an instructor has fulfilled their professional duties and responsibilities as defined by the institution, they would meet expectations on each item. Meeting expectations is minimum performance in each of the areas evaluated. If any rating other than "meets expectations" is chosen as a response, the supervisor is required to provide comments.

The following ratings are to be used in conducting the evaluation.

U - Unsatisfactory

NI - Needs Improvement

ME - Meets Expectations

EE - Exceeds Expectations

____ 1. Course information sheets are current and include all necessary components.

____ 2. Instructor teaches course as outlined in the approved course syllabus.

____ 3. Instructor follows college policies as they relate to student conduct, appearance, and demeanor in the classroom.

____ 4. Instructor meets classes at the designated times and for the duration of the scheduled periods.

____ 5. Instructor is punctual and maintains duty hours as defined by the institution.

____ 6. Instructor maintains posted office hours.

____ 7. Instructor meets division and college deadlines in submitting reports, course inventory scores, final grades, etc.

____ 8. Instructor completes division-level responsibilities in a dependable manner.

____ 9. Instructor serves on division/institutional committees as appointed.

____ 10. Instructor participates in division decisions regarding curriculum review, course inventory instruments, textbook selection, supplementary materials, etc.

____ 11. Instructor maintains appropriate division/college records as required.

____ 12. Instructor attends and participates in general faculty/institutional meetings.

____ 13. Instructor updates and maintains knowledge in teaching discipline and related areas.

____ 14. Instructor participates in advising and registration as assigned.

____ 15. Instructor participates in and assists with collegiate activities such as club sponsorship, UIL competition, commencement, etc.

____ 16. Instructor establishes and maintains effective, professional working relationships with students, colleagues, and supervisors.

____ 17. Instructor projects a professional image.

____ 18. Instructor accepts constructive criticism.

____ 19. Instructor evaluates facts, situations and makes sound judgments.

____ 20. Overall, the instructor functions effectively as a professional member of the division.

Summary of faculty ratings on the Supervisor's Evaluation

____ Unsatisfactory

____ Needs Improvement

____ Meets Expectations

____ Exceeds Expectations

Instructor's
Signature_____

Supervisor's
Signature_____

Date of Conference_____