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