Supervisor's Evaluation of Part-Time Faculty

Instructor_________________________________________________________________________

Supervisor________________________________________________________________________

Campus________________________________

Date____________________________________

Referencing the college document which defines the duties and responsibilities of a part-time instructor, evaluate the instructor by responding to each of the following 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.

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

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

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______________________________________________________________________________
5. Instructor is punctual and maintains office hours as defined by the institution.

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

7. Instructor maintains appropriate division/college records as required.

8. Instructor updates and maintains knowledge in teaching discipline and related areas.

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

10. Instructor projects a professional image.

11. Instructor accepts constructive criticism.

12. Instructor evaluates facts, situations and makes sound judgments.

13. Overall, the instructor functions effectively as a professional member of the division.
Summary of faculty ratings on the Supervisor's Evaluation

_____ Un satisfactory
_____ Needs Improvement
_____ Meets Expectations
_____ Exceeds Expectations

Instructor's Signature____________________________________________________________

Supervisor's Signature___________________________________________________________

Date of Conference______________________________________________________________