

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.

____ 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 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

- Unsatisfactory
- Needs Improvement
- Meets Expectations
- Exceeds Expectations

Instructor's Signature _____

Supervisor's Signature _____

Date of Conference _____