

EVALUATIONS

Evaluations are a systematic method of appraising the performance of an individual in relation to his or her job description. Evaluations are the responsibility of students, faculty, staff, and administration.

Student Evaluations

Once a semester, students are given the opportunity to evaluate you, shortly after midterm. This process is as follows:

1. During the week designated for evaluations, let the departmental secretary know how many evaluation forms and pencils you will need.
2. On the date that you will have the students complete the evaluations, take the following with you to class:
 - a. One evaluation form for each student in class,
 - b. #2 pencils to complete the forms,
 - c. A manila envelope addressed to your departmental secretary (day classes) or the Evening Director (night classes) with additional information identifying the enclosed material as evaluations of your class.
3. When you get to class, distribute the evaluation forms, and help the students to complete the identifying information at the top of the form.
4. Ask one student to be responsible for collecting the forms, placing them in the manila envelope and carrying them to the appropriate person after class.
5. Allow the students ten to fifteen minutes to fill out the evaluations. Encourage them to be honest and open in their evaluation. Explain to the students that you will not see the forms, only a compilation of their evaluations and comments. You need to leave the classroom while they are completing their forms.

Adjunct Faculty Evaluations

Once a semester, your department head will evaluate you by an in-class observation. This process is as follows:

1. When your department head plans to observe your class for the purpose of evaluation, he/she will arrange a date with you some time after the 10% (census date). A class when you are lecturing or demonstrating is usually preferable to a class when students are giving oral presentations, working on projects, etc.
3. After observing your class, your department head will complete a faculty evaluation form and arrange a time to go over it with you. At this time, your department head will return your student evaluations if they have been tallied

SAMPLE

EVALUATION OF PART-TIME FACULTY

Instructor PETER HAWKINS Department Language and Communication
Supervisor Ann Spicer Title Liberal Arts Department Head
Class Observed ACA 118-71 Date December 9, 2003

CLASSROOM OBSERVATION

Please check all that apply.

- 1. Begins class on time.
- 2. Attends to administrative details (roll, announcements, etc.).
- 3. Demonstrates evidence of preparation for this class period.
- 4. Adheres to the course competencies.
- 5. Demonstrates knowledge of the subject.
- 6. Fosters atmosphere conducive to learning.
- 7. Shows evidence of organization of subject matter.
- 8. Shows evidence of organization of course time and class period.
- 9. Clearly explains any assignment made or work returned.
- 10. Holds the attention of the students.
- 11. Encourages discussion.
- 12. Stimulates thinking.
- 13. Possesses speaking ability expected of an educator.

ADMINISTRATIVE EVALUATION

Please rate the instructor's performance of administrative duties.

14. The instructor keeps his/her posted office hours.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U	N	M	E	NA
Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	

15. The instructor accurately completes attendance reports, student terminations, etc.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U	N	M	E	NA
Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	

16. The instructor turns in attendance reports, student terminations, etc., in a timely fashion (well before deadlines).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U	N	M	E	NA
Unsatisfactory	Needs Improvement	Meets Expectations	Exceeds Expectations	

SUPERVISOR'S COMMENTS

Peter obviously has a wonderful rapport with his students. They are attentive and ask frequent questions. The discussion regarding absences and the effect they can have on class work was very stimulating. All of the students had an opinion and wanted to express it. Peter facilitated the discussion and made each student feel comfortable in expressing his ideas.

Signature of Supervisor

Date

FACULTY RESPONSE

_____ I agree with this evaluation.

_____ I do not agree with this evaluation. I understand that I may submit a letter explaining my reservations to be attached to this form and that I may request another observation.

Signature of Supervisor

Date