



**PART-TIME FACULTY EVALUATION
FORM A | ACADEMIC**

☐ VESTED ☐ NON-VESTED

INSTRUCTOR:

20

COURSE AND SECTION NUMBER:

COURSE TITLE:

SCHOOL:

DEPARTMENT:

EVALUATOR'S NAME:

TITLE:

DATE OF VISITATION:

OF STUDENTS:

All PC and Mac users please note: This form must be opened using **Adobe Reader**; any forms opened/used in "Preview Mode" will not function properly.

DIRECTIONS: Every item must contain specific comments including an example to illustrate the evaluator's point and suggestions for improvement if applicable. Each category includes a concise parenthetical, descriptive prompt; however, the evaluator's comments are not limited to those descriptors. Please select the most relevant rating from each drop down box.

OBSERVED LESSON AND RELEVANCE TO COURSE OUTLINE:

INSTRUCTIONAL TECHNIQUES BEING USED:

- | | | |
|--|---|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Class Discussion | <input type="checkbox"/> Small Group Activities |
| <input type="checkbox"/> Individual Student Assistance | <input type="checkbox"/> Interactive Activity | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Audio/Visual | <input type="checkbox"/> Web-enhanced | |

GOALS/OBJECTIVES:

Select a rating that is most relevant from the drop down box (left).
8 – 10 = Strong | 6 – 7 = Competent | 4 – 5 = Marginal | 1 – 3 = Unsatisfactory.

(Clearly stated verbally or written; relevant to larger goals; connected to other planned activities)

Comments:

Check here if continued on Addendum ☐

INSTRUCTOR:
Course:

Evaluation Scale: 8 – 10 = Strong | 6 – 7 = Competent | 4 – 5 = Marginal | 1 – 3 = Unsatisfactory

ORGANIZATION OF LESSON PLAN:

(Organized progression from each activity to the next)

Comments:

Check here if continued on Addendum ☐

USE OF CLASS TIME:

(Punctuality and use of class time)

Comments:

Check here if continued on Addendum ☐

CLASSROOM MANAGEMENT:

(Control of classroom environment)

Comments:

Check here if continued on Addendum ☐

INSTRUCTOR:
Course:

Evaluation Scale: 8 – 10 = Strong | 6 – 7 = Competent | 4 – 5 = Marginal | 1 – 3 = Unsatisfactory

SUBJECT MATTER EXPERTISE:

(Mastery of and currency in subject matter)

Comments:

Check here if continued on Addendum ☐

TEACHING METHODOLOGIES (PEDAGOGY/ANDRAGOGY):

(Mastery of teaching skills and strategies)

Comments:

Check here if continued on Addendum ☐

PRESENTATION AND DELIVERY:

(Awareness of demeanor, vocabulary and articulation)

Comments:

Check here if continued on Addendum ☐

INSTRUCTOR:
Course:

Evaluation Scale: 8 – 10 = Strong | 6 – 7 = Competent | 4 – 5 = Marginal | 1 – 3 = Unsatisfactory

STUDENT INVOLVEMENT:

(Evidence of active engagement and participation by students)

Comments:

Check here if continued on Addendum ☐

LEARNING ENVIRONMENT:

(Creates an environment conducive to learning)

Comments:

Check here if continued on Addendum ☐

RAPPORT:

(Evidence of mutual respect and professionalism)

Comments:

Check here if continued on Addendum ☐

Faculty Name:
Course:

Evaluation Scale: 8 – 10 = Strong | 6 – 7 = Competent | 4 – 5 = Marginal | 1 – 3 = Unsatisfactory

OVERALL CLASS VISITATION SCALE:

SUMMARY EVALUATION:

Comments:

Check here if continued on Addendum ☐

Evaluator's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

Dean Comments (Optional): _____

Instructor's Signature: _____ Date: _____

Instructor's Comments (Optional): _____