



## FACULTY SUMMARY EVALUATION FORM A ACADEMIC

**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.

**FACULTY NAME:**

☐ TENURED

☐ NON-TENURED

**SCHOOL:**

**/20**

Faculty member is encouraged to attach supplemental materials if they so desire (i.e. resume, curriculum vitae, lists of conferences attended, copies of written publications, transcripts of course work and syllabus of each assigned course).

**I. STRENGTHS AND AREAS FOR IMPROVEMENT:** Use the drop box to the left of each item to indicate items that are beyond normal standards, i.e., **Superior (S)**, or **Unsatisfactory (U)**. Written comments must reflect the rationale for either selection. If the item is acceptable or if it does not apply, please leave the item blank.

**A. TEACHING EFFECTIVENESS:**

1. Demonstrates professional knowledge of the subject and changes in the field
2. Plans and organizes each assigned course
3. Applies appropriate teaching techniques and methods in classroom instruction
4. Evaluates student achievement periodically and applies appropriate grading policies
5. Promotes student retention
6. Provides a quality learning environment
7. Uses instructional supplies and equipment appropriately
8. Submits rosters, documents, syllabi, and reports in a comprehensive and timely manner
9. Uses effective communication in the classroom

**COMMENTS:**

**B. INSTITUTIONAL COMMITMENT:**

1. Participates in School/Center/Unit activities/committees
2. Participates in co-curricular activities
3. Participates in general college activities/committees
4. Observes policy and procedural requirements
5. Implements curriculum development and projects as needed
6. Participates in program review, master planning, grants
7. Participates in faculty selection, orientation, and evaluation
8. Provides community groups and individuals with information regarding programs/courses
9. Contributes to the quality of the community

**COMMENTS:****C. PROFESSIONAL ACTIVITIES:**

1. Attends conferences and workshops
2. Enrolls in course work and clinics
3. Publishes written material (i.e. books, articles, monographs)
4. Participates in exhibitions, concerts, develops or directs productions
5. Maintains memberships in professional organizations
6. Provides lectures, demonstrations and seminars as needed
7. Participates in sabbatical leave and/or faculty exchanges
8. Receives grants and honors
9. Participates in other creative and scholarly activities

**COMMENTS:**

**D. STUDENT RELATIONS:**

1. Demonstrates an understanding of student rights
2. Acknowledges student needs
3. Promotes understanding of and a sensitivity to diversity in students  
(i.e. academic, social, economic, cultural, disability and ethnic backgrounds)
4. Respects student opinions and concepts
5. Develops a meaningful level of student involvement in the classroom
6. Contributes to student advisement
7. Promotes student success

**COMMENTS:****E. COLLEGIAL RELATIONS:**

1. Demonstrates a general understanding of institutional roles of other faculty, staff and administration
2. Promotes an understanding of and a sensitivity to diversity in faculty, staff and administration  
(i.e. academic, social, economic, cultural, disability and ethnic backgrounds)
3. Respects the rights of other faculty, staff and administrators to voice opinions
4. Seeks ways to work cooperatively and productively

**COMMENTS:**

**II. OVERALL EVALUATION:**☐ Satisfactory☐ Improvement Needed (Attach Plan)☐ Unsatisfactory**SUMMARY COMMENTS:****III. STAFF DEVELOPMENT PLAN:**

(Note: For Improvement Needed, attach a written plan reflecting the following):

- A. Plan
- B. Goals to be achieved
- C. Timelines
- D. Method(s) of Evaluation

**IV. EVALUATORS' SIGNATURES:**\_\_\_\_\_  
Committee Chair/Peer\_\_\_\_\_  
Date\_\_\_\_\_  
Peer Member\_\_\_\_\_  
Date\_\_\_\_\_  
At-Large Faculty Member\_\_\_\_\_  
Date\_\_\_\_\_  
Dean/Administrator\_\_\_\_\_  
Date\_\_\_\_\_  
Faculty Member\_\_\_\_\_  
Date

*Note: The faculty member's signature on this document indicates his/her awareness of the above report and not necessarily his/her concurrence with this evaluation.*