Evaluation of Faculty

Faculty Member:

Dean or Designee:

Campus:

Date:

Referencing the *Faculty Handbook* which defines faculty responsibilities, evaluate the faculty member by responding to each of the following twenty-five statements. Faculty members who “meet expectations” on each item have fulfilled their responsibilities as defined by the institution. For any rating other than “meets expectations,” comments must be provided.

The Dean or Designee will use the following ratings in conducting the evaluation.

U - Unsatisfactory
NI - Needs Improvement
ME - Meets Expectations
EE - Exceeds Expectations

**INSTRUCTION:**

1. Prepare adequately for all classes.

2. Provide students with the necessary course syllabus on the first day of instruction as outlined in the *Faculty Handbook* and adequately explain the core components.

3. Teach the course effectively as defined in the Master Course Syllabus.

4. Follow all course and division requirements as outlined in the Master Course Syllabus.

5. Teach assigned classes using the division-adopted course materials regardless of modality.
6. Meet traditional classes at the designated location and time, and for the duration of that scheduled period. Teach the equivalent course content for distance learning classes using the respective modality to ensure that all material is covered in a timely and structured manner.

7. Post office hours and maintain required 40 hours per week with a minimum of 35 on-campus duty hours as required by Board Policy DJ (Local) (full-time faculty). Post and maintain office hours (thirty minutes per week per section taught) in an appropriate area designated for student conferences (part-time faculty). Post the communication mode(s) you make available for student questions (distance learning faculty).

8. Administer final examinations following all College schedules and policies.

DIVISION:

9. Leave the classroom/laboratory in proper order.

10. Attend division meetings as instructed by the Dean.

11. Participate in the College Faculty Evaluation System.

12. Serve dependably on division or College committees as assigned.

13. Assist in maintaining, reviewing, revising, and administering all course-related materials.

14. Participate as requested in division curriculum development and review as well as course assessment.
COLLEGE:

15. Assist in implementing College regulations.

16. Refer students to Student Services for necessary testing, personal and crisis counseling, and career guidance.

17. Attend district-wide meetings (required for full-time faculty and encouraged for part-time faculty). Complete required college orientation (all new faculty).

18. Maintain and submit by the defined deadline required student performance records, such as attendance, grades, and course assessment measures.

19. Meet all college deadlines for submitting required personnel/employment documentation.

20. Participate in and assist with collegiate activities such as commencement as assigned.


22. Complete required Workplace Answers Training by the stated deadline.

PROFESSIONAL:

23. Remain proficient regarding all duties and responsibilities related to the classes taught.
24. Maintain professional development as defined in College policy.

25. Conduct instructional and College-related functions in a professional manner.

26. Establish and maintain professional working relationships with students, colleagues, and supervisors.

*Summary of faculty ratings on the* Evaluation of Faculty

- Unsatisfactory
- Needs Improvement
- Meets Expectations
- Exceeds Expectations