

## ADMINISTRATIVE SUMMARY EVALUATION OF FULL-TIME FACULTY

Faculty member: _____	Date(s) of _____
	Observation(s): _____
Assignment: _____	Department: _____
Observer(s): _____	Evaluating _____
	Administrator: _____

The basic purpose of evaluation is the improvement of instruction. The evaluation is to be constructive with good performance qualities and achievements emphasized. Areas of weaknesses should be noted and suggestions for improvement are to be presented. The evaluator will meet with the faculty member to discuss the observation(s) and recommendation(s).

*The statements shown should be rated on a **scale of 1 to 5 where 5 is the highest and 1 is the lowest. Use NA for Not Applicable and NO for Not Observed.** Indicate in the space provided with each item the extent to which the faculty member conforms to the expected standards.*

1. Does the faculty member accept responsibilities/recognition of obligations, such as:

- \_\_\_\_\_ meets classes at the stated times or maintain assigned work hours.
- \_\_\_\_\_ teach competently, fairly and objectively the subject matter described in the college catalog, or competently performs assigned duties.
- \_\_\_\_\_ demonstrates careful and purposeful preparation and planning in assigned work.
- \_\_\_\_\_ maintains office hours
- \_\_\_\_\_ takes active steps to ensure adequate course or work standards; (i.e., are students who complete course(s) well prepared for the next level of study; or does work meet State or national guidelines.)
- \_\_\_\_\_ Other (please state)

2. Does the faculty member work to maintain facilities, such as:

- \_\_\_\_\_ reasonable care of instructional equipment and supplies
- \_\_\_\_\_ maintaining the cleanliness and orderliness of the classroom or work environment
- \_\_\_\_\_ Other (please state)

3. Does the faculty member assist in the smooth operation of the institution by responding to written and oral requests and completing forms (i.e., supply requisitions, bookstore orders, Admissions and Records reports, grade reports, etc.) in a manner that is:

- \_\_\_\_\_ timely
- \_\_\_\_\_ complete and accurate

4. The faculty member exhibits professional attitudes and attributes that foster institutional quality and growth, such as:

- \_\_\_\_\_ willingness to assist student with college-related problems
- \_\_\_\_\_ professional behavior in relationships with others
- \_\_\_\_\_ availing him/herself of the opportunities to grow in the profession
- \_\_\_\_\_ utilizing a variety of performing strategies and materials
- \_\_\_\_\_ willingness to try new ideas
- \_\_\_\_\_ applying current and recent advances from the discipline into performing
- \_\_\_\_\_ exhibits ethical standards of the profession

5. The faculty member demonstrates effectiveness of communication, such as:

- \_\_\_\_\_ expresses ideas clearly and accurately
- \_\_\_\_\_ maintains appropriate records and reports
- \_\_\_\_\_ meets obligations on time
- \_\_\_\_\_ demonstrates maturity of thought and judgment in reaching decisions
- \_\_\_\_\_ works effectively and cooperatively with others

6. Does the faculty member demonstrate a commitment to the faculty role in institutional governance by actively participating on college committees?

- YES
- NO

Examples:

7. Does the faculty member demonstrate a commitment to his/her profession by active participation in professional organizations?

- YES
- NO

Examples:

8. Does the faculty member demonstrate a commitment to the institution's role in service to the community by active participation in community activities?

- YES
- NO

Examples:

9. Does the faculty member demonstrate a commitment to the institution's future by taking an active role in institutional planning and development?

- YES
- NO

Examples:



**TENURED FACULTY RECOMMENDATION**  
(Non-Tenured Faculty Must Use Review Form)

Tenured Faculty Recommendation

Based on all evaluations and observations)

- Continuation of faculty status
- Conditional Continuation  
(Need for improvement and further evaluation)
- Termination

These evaluation documents (Self, Student (when applicable), and Administrative) have been reviewed with the evaluatee on \_\_\_\_\_.

\_\_\_\_\_

Signature of Evaluatee

Date

\_\_\_\_\_

Signature of Administrative Evaluator

Date

A copy of these evaluation documents will be placed in your personnel file. You have the right to respond within 10 working days and have the response also placed in your file.