

ADMINISTRATIVE EVALUATION OF PART-TIME FACULTY

Faculty Name: _____
 Discipline/s Course/s: _____
 Semester: _____
 Date: _____

I. Student Evaluation Review:

	<u>Unsatisfactory</u>	<u>Needs Improvement</u>	<u>Satisfactory</u>
• Syllabus and Course Introduction	_____	_____	_____
• Assignments, Projects or Activities	_____	_____	_____
• Text or Hand-out materials	_____	_____	_____
• Written Examination	_____	_____	_____
• Rapport with Instructor	_____	_____	_____
• Organization and preparations of course material	_____	_____	_____
• Explanation of concepts and principles	_____	_____	_____
• Ability to create interest in course materials	_____	_____	_____
• Apparent knowledge of material	_____	_____	_____
• Enthusiasm in teaching students	_____	_____	_____
• Responsiveness to class experiencing difficulty in understanding material	_____	_____	_____
• Use of examples and illustrations	_____	_____	_____
• Motivation of students	_____	_____	_____
• Contributes to students' ability to reason independently	_____	_____	_____
Comments:			

II. Course Material Review:

Unsatisfactory Needs Improvement Satisfactory

A. SYLLABUS:

- Basic Information, i.e. Course number, Title, Term, Year, Faculty name, Office hours
- Course Details, i.e. Brief course description, prerequisites, advisories, required text and materials, learning outcomes, chronological schedule, due dates for tests and assignments
- Evaluation/Grading, i.e. Grading criteria identified and completed requirements
- Attendance policy
- ADA accommodation statement
- Occupational/Vocation statement
- Student honesty policy reference statement

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments:

B. EXAMS, Multiple measures used

_____	_____	_____
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C. HANDOUTS, Clear and informative

_____	_____	_____
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Comments:



Reviewed by Administrator

Date