

FACULTY EVALUATION BY DEPARTMENT CHAIR/DIRECTOR

Faculty Name _____ Evaluation Year _____

This evaluation is based on the department chair/director's review of the faculty member's self-evaluation, student evaluations, and /or classroom observations (as required), as well as the department chair/director's observations of the faculty member in the work environment. Items on this evaluation are derived from expectations defined by Motlow Policy No. 5:02:01:00 Faculty Definition and General Duties, Motlow Policy No. 5:02:02:30 Faculty Promotion, and Motlow Policy No. 5:02:03:00 Academic Freedom, Responsibility, and Tenure. The following key provides definitions for assessment ratings:

- 5: Exceptional Performance** (Performance consistently exceeds expectations. Faculty member assumes several leadership roles and demonstrates outstanding teaching performance.)
- 4: Above Expected Performance** (Performance often exceeds expectations. Faculty member consistently meets all expectations and is actively involved in more activities than required.)
- 3: Expected Performance** (Performance meets professional expectations. Faculty member understands and employs the basic principles and procedures for efficient and effective job performance.)
- 2: Below Expected Performance** (Performance often fails to meet expectations and may require an intervention by a supervisor.)
- 1: Unacceptable Performance** (Performance consistently fails to meet minimum expectations.)

All ratings of 1 (**Unacceptable Performance**) or 2 (**Below Expected Performance**) must be explained and accompanied by suggestions for improvement in the Comments section for that category.

Teaching (70%): Teaching applies to any manner in which information is imparted so that others may learn and may include, but is not limited to, a variety of techniques including instruction, development of course materials and courseware, and development of innovative approaches to teaching.	5	4	3	2	1
1. Teaches courses as assigned in accordance with the description published in the current college catalog, the approved course syllabus, and the assigned schedule of classes.					
2. Maintains a high level of professional competency by keeping abreast of current developments in one's field, including teaching techniques and forms of delivery.					
3. Submits to the department chair/director at the beginning of each term an outline for each course taught.					
4. Maintains student attendance records for all classes and works with the appropriate offices to report attendance, excessive absences, and classroom behavioral problems.					
5. Cooperates with the Director of Disability and Testing Services to provide reasonable accommodation for all students certified as having special needs consistent with policies of the ADA.					
6. Effectively manages the classroom to promote an environment conducive to learning.					

Category Average: _____

Comments:

Service Outreach (10%, 15%, or 20% as selected by faculty): Service applies to service within the community as defined by the college's role and mission; service to the college, as in student advising and/or mentoring; and service within the bounds of the applicant's academic department and budget assignment.	5	4	3	2	1
1. Serves on standing and ad hoc committees as possible when requested; attends committee meetings and participates in committee activities.					
2. Posts and maintains office hours which provide adequate time for academic advisement with students; out-of-class meetings with students and colleagues; and faculty, division, and departmental meetings.					
3. Advises students and assists with registration for classes.					
4. Participates in graduation exercises unless excused by the Vice President of Academic Affairs.					
5. Participates in the faculty evaluation process.					
6. Supports curricular and extracurricular activities within the academic unit and the college.					

Category Average: _____

Comments:

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Faculty Name _____

Scholarship/Creative Activities/Research (10%, 15%, or 20% as selected by faculty): Research applies to the studious inquiry, examination, or discovery that contributes to disciplinary and interdisciplinary bodies of knowledge. Scholarship/creative activities/research may include, but is not limited to, typical professional growth and development activities, disciplinary and interdisciplinary activities that focus on the boundaries of knowledge, community-based scholarship, creative activities, and the development of cutting-edge teaching approaches.	5	4	3	2	1
1. Maintains professional contacts via membership in appropriate professional organizations.					
2. Assists in keeping the instructional program resources current by recommending additional library, laboratory, and instructional equipment and assisting in maintaining adequate resource materials for student use.					
3. Cooperates with other instructors in implementing instructional procedures agreed upon and recommending textbook changes.					
4. Communicates all professional concerns to the appropriate department chair/director.					

Category Average: _____

Comments:

Overall or Summary Comments by Department Chair/Director:

Calculation of Weighted Average

Category	%	Category Average	% x Category Average
Teaching (70%)	0.70		
Service Outreach (10%, 15%, or 20% as selected by faculty)			
Scholarship/Creative Activities/Research (10%, 15%, or 20% as selected by faculty)			
Total	1.00	-----	

Overall performance for this evaluation cycle:

_____ **Satisfactory (2.5 and above)**

_____ **Unsatisfactory (below 2.5)***

*An unsatisfactory score (below 2.5) requires the development of a Professional Development Plan by the faculty member and the department chair/director and a six-month follow-up.

Signed: _____
Department Chair/Director

Date: _____

Signed: _____
Faculty Member**

Date: _____

**The faculty member's signature indicates only that he/she received the evaluation and does not necessarily constitute agreement with any evaluation information contained in this assessment.