

Walters State Community College GENERAL EVALUATION OF FACULTY

Name of person evaluated _____ Date _____

Position of person evaluated _____

Directions: Using the categories provided below, the supervisor should rate the faculty member with regard to the degree of agreement with the following statements relating to professional responsibilities and attributes. The rater must make written comments on any area where the faculty member is rated as "Needs Improvement". Mark an item as N/A if it does not pertain to that faculty member for example supervising laboratory activity.

UNSATISFACTORY: Performance inadequate

NEEDS MUCH IMPROVEMENT: Does not meet most requirements; improvement required

NEEDS SOME IMPROVEMENT: Meets most requirements but needs improvement in certain areas

EXPECTED PERFORMANCE: Consistently meets expected performance requirements

EXCEEDS EXPECTED PERFORMANCE: Consistently exceeds expected performance requirements

**Unsatisfactory*
Needs Much Improvement
Needs Some Improvement
Expected Performance
**Exceeds Expected Performance*

Items 1 through 19 should be completed by the supervisor. Use N/A for items that do not pertain.

Routine Responsibilities					
1. Demonstrates competency in the area(s) of instruction.					
2. Exhibits interest in and enthusiasm for the area(s) of instruction.					
3. Holds classes as scheduled with any deviation being filed accurately through the appropriate channels.					
4. Assumes responsibility for giving student assessments to determine the level of performance and understanding.					
5. Demonstrates competency in supervising laboratory activity and other instruction.					
6. Assists with the development of department exams and standardized tests, and/or other appropriate assessment materials.					
7. Contributes to college committees, special projects, club activities, or other areas of the college in order to provide an effective educational program.					
8. Assists the library personnel in the selection, development, and distribution of resource material used by the faculty member's department.					
9. Advises students in a conscientious manner.					
10. Demonstrates concern about his/her students' performance.					
11. Is available and helpful to students.					
12. Assumes responsibility for assigned equipment.					
13. Assists in student recruitment activities.					
14. Regularly participates in and/or contributes to faculty development activities.					
15. Evaluates academic programs and makes appropriate recommendations and modifications.					
16. Complies in a timely manner to supervisors' deadlines and requests for reports, proposals, and other departmental/divisional needs.					
17. Shows evidence of positive responses on student evaluation.					
18. Interacts with students, colleagues and guests in a professional manner.					
19. Adheres to minimal e-Learn standards.					

*Justification required on back of form

Comments: (Specific Recommendations and/or Noteworthy Accomplishments)

Date

Signature of Immediate Supervisor (Rater)

(Employee's signature indicates neither approval or disapproval, merely that this evaluation has been discussed with the faculty member by immediate supervisor.)

Signature of Employee

In my opinion, the above ratings are generally:

___ Liberal ___ Accurate ___ Conservative

Signature of Rater's Supervisor

In my opinion, the above ratings are generally:

___ Liberal ___ Accurate ___ Conservative

Signature of Vice President for Academic Affairs