

Adjunct Faculty Member Evaluation (Self or Supervisor)

Faculty Member's Name: _____ Date _____

Supervisor's Name: _____ Evaluator: _____ Self _____ Supervisor

Indicate if the following tasks have been met over the last evaluation period.

ACTIVITY	Comment on needed improvement, exemplary performance or other pertinent information.		
1. Professionalism			
1.1 Maintains appropriate classroom behavior	Yes	No	N/A
1.2 Personally maintains proper dress code	Yes	No	N/A
1.3 Responds to administrative requests appropriately	Yes	No	N/A
1.4 Maintains current curriculum vita	Yes	No	N/A
2. Course administration			
2.1 Follows course descriptions and learning outcomes in courses taught	Yes	No	N/A
2.2 Takes regular attendance	Yes	No	N/A
2.3 Enforces school attendance policy	Yes	No	N/A
2.4 Requires tasks and assessments to assign a fair final grade	Yes	No	N/A
2.5 Provides effective feedback to students in timely manner.	Yes	No	N/A
2.6 Encourages class to complete faculty/course evaluations	Yes	No	N/A
2.7 Maintains appropriate behavior in the classroom	Yes	No	N/A
3. Syllabi			
3.1 Each syllabus contains all required elements	Yes	No	N/A
3.2 Provides syllabi to students	Yes	No	N/A
3.4 Provides syllabi to Office of Academic Affairs	Yes	No	N/A
4. Fostering campus community			
5.1 Is accessible to students	Yes	No	N/A

5. Going above and beyond			
5.1 Each syllabus contains a Faith & Learning statement	Yes	No	N/A
5.2 Attends Chapel and Assembly regularly	Yes	No	N/A
5.3 Seeks informal interaction with students	Yes	No	N/A
5.4 Attends faculty meetings	Yes	No	N/A
5.5 Attends faculty workshops	Yes	No	N/A
5.6 Holds membership in a professional association	Yes	No	N/A
5.7 Participates in professional development activities	Yes	No	N/A
5.8 Hosts students at home	Yes	No	N/A
5.9 Mentors at least one student per year	Yes	No	N/A
5.10 Presents at professional conferences	Yes	No	N/A
5.11 Attends student events (e.g., games, performances)	Yes	No	N/A
5.12 Takes active role in church life	Yes	No	N/A
5.13 Participates in community service	Yes	No	N/A
5.14 Secures grants	Yes	No	N/A
5.15. Publishes in discipline	Yes	No	N/A
5.16 Progressing toward degree, if applicable	Yes	No	N/A

EVALUATION OF COURSES: Mark the teaching/learning strategies used in some or all the courses taught this year.

Instructional Methods

- | | | |
|---------------------------------------------|------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Field trip(s) | <input type="checkbox"/> Group work | <input type="checkbox"/> Guest speaker(s) |
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Simulations | <input type="checkbox"/> Learning activities/games |
| <input type="checkbox"/> Hands-on materials | <input type="checkbox"/> Student presentations | <input type="checkbox"/> One-on one instruction |
| <input type="checkbox"/> _____ | | |

Interaction with Instructor and Classmates

- | | | |
|-------------------------------------------|-------------------------------------|----------------------------------------|
| <input type="checkbox"/> Class discussion | <input type="checkbox"/> Group work | <input type="checkbox"/> Peer tutoring |
| <input type="checkbox"/> Sakai forums | <input type="checkbox"/> _____ | |

Instructional Technology

- | | | |
|---------------------------------------------|-------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Movies/videos | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Sakai |
| <input type="checkbox"/> Specialty software | <input type="checkbox"/> Textbook website | <input type="checkbox"/> Overhead projector |
| <input type="checkbox"/> Document camera | <input type="checkbox"/> Smartboard/Mimeo | <input type="checkbox"/> Digital response device |
| <input type="checkbox"/> _____ | | |

Assignments/Assessments

- | | | |
|-------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Chapter summaries | <input type="checkbox"/> Project-based learning | <input type="checkbox"/> Research using library resources |
| <input type="checkbox"/> Website evaluation | <input type="checkbox"/> Worksheets | <input type="checkbox"/> Research using websites |
| <input type="checkbox"/> Papers/essays | <input type="checkbox"/> Presentations | <input type="checkbox"/> Textbook companion website |
| <input type="checkbox"/> Class discussion | <input type="checkbox"/> Field Experience | <input type="checkbox"/> Objective test questions |
| <input type="checkbox"/> Homework | <input type="checkbox"/> Journal/reflections | <input type="checkbox"/> Open-ended test questions |
| <input type="checkbox"/> Quizzes | <input type="checkbox"/> Hands-on activities | <input type="checkbox"/> Rubrics |
| <input type="checkbox"/> Group tasks/discussion | <input type="checkbox"/> _____ | |

Comments by Supervisor:

Comments by Faculty Member:

Signature of Faculty Member	Date	Signature of Supervisor	Date
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Classroom Observation Summary

Faculty Member's Name: _____ Observer's Name: _____

Date: _____ Time: _____ Course Observed: _____

Directions:

- 1) Please use the list of teacher behaviors below as a guide to making observations, not as a list of required characteristics.
- 2) Check the box that best represents your response. Use the comment space below each section to provide more feedback or suggestions.

1. Organization	Accomplished Well	Some Emphasis	Not Observed
1.1 Began/ended class on time & in an orderly way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Had a clear learning outcome/objective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Focused on the main topic(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Summarized main points at the end of class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Appeared well prepared for class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. Teaching-Learning Process	Accomplished Well	Some Emphasis	Not Observed
2.1 Used teaching methods appropriate for the content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Used appropriate instructional supports (e.g., print, technology, audiovisual materials, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Assisted student attentiveness by varying pace or activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Presented from strategic place(s) in the classroom (can see what students are doing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Writing in visual presentation was large/legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Spoke audibly and clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Communicated enthusiasm for content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Explained ideas with clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Related new ideas to familiar concepts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Used humor appropriately to strengthen retention & interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Cited authorities to support statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Presented divergent views when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Demonstrated command of subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Made lesson content relevant with real world applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15 Explained tasks/assignments effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16 Presented challenging questions to stimulate discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

	Accomplished Well	Some Emphasis	Not Observed
3. Instructor-Student Interactions			
3.1 Respect diverse points of view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Knew and used students' names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Treated class members equitably	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Created an effective learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

	Accomplished Well	Some Emphasis	Not Observed
4. Assessment			
4.1 Solicited students' participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Listened to student comments and questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Asked questions to monitor students' understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Restated questions and answers when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Responded to wrong answers constructively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Overall:

1. What were the instructor's major strengths as demonstrated in this observation?

2. What suggestions do you have for improving this instructor's skills?

Signature of Faculty Member

Date

Signature of Observer

Date