

REPORT OF EVALUATION

TERM-BY-TERM FACULTY

Faculty member: _____

Program: _____

TERM-BY-TERM APPOINTMENT

Faculty on term-by-term contracts must be evaluated at least once every three years or at least once every 45 ELU, whichever is sooner. Term-by-term faculty are evaluated by the Program Chair in consultation with the program personnel committee in order to encourage professional growth and development, as well as, to identify any problem areas in the professional performance of the faculty member.

Report of the Program Chair: (See page 2.)

Program Chair

Date

Response of the Faculty Member: (Optional) (Attach additional pages as needed.)

I, the faculty member, have seen and discussed this report with the Program Chair.

Faculty Member

Date

Division Director

Date

Provost & Vice President for Academic Affairs

Date

Date: _____

Instructor: _____

Rank: _____

- ☐ Vita on File
- ☐ Syllabi on File
- ☐ Contract on File

Basis for Annual Evaluation:

- | | | |
|---|--|---|
| ☐ Prior Evaluation | ☐ Student Evaluations | ☐ Class GPAs |
| ☐ CV | ☐ Course Enrollments | ☐ Class Visit(s) |
| ☐ Moodle site(s) | ☐ Retention Rates | ☐ Syllabi |
| | | ☐ Exams |

☐ [other] _____

Report of Chair/Designee:

- ☐ Exceeds performance expectations
- ☐ Meets performance expectations
- ☐ Does not meet performance expectations

Recommendations:

- ☐ Improve syllabus
- ☐ Increase office hour availability
- ☐ Adhere more closely to program syllabus/learning objectives
- ☐ Communicate expectations more clearly
- ☐ Improve assignments/assessments
 - ☐ in class or ☐ out of class
- ☐ Level of instruction may be
 - ☐ too high or ☐ too low
- ☐ Pace of instruction may be
 - ☐ too fast or ☐ too slow
- ☐ Increase student engagement
 - ☐ more opportunities to participate or
 - ☐ more students participating

- ☐ [other] _____
- ☐ [other] _____
- ☐ [other] _____
- ☐ [other] _____

Comments (optional if meets expectations/required if does not meet expectations):

