

NORTH CENTRAL TEXAS COLLEGE

FACULTY EVALUATION FORM

NAME: _____

DIVISION: _____

DATE OF CONFERENCE: _____

POSITION TITLE: _____

This evaluation provides a forum to constructively analyze the efforts of faculty, encourage professionalism, foster communication, and recognize achievement. * Items marked with an asterisk are optional for adjunct faculty.

INSTRUCTIONAL RESPONSIBILITIES – TEACHING & LEARNING

Category Rating

EXCEEDS
EXPECTATIONS

☐

MEETS
EXPECTATIONS

☐

OPPORTUNITIES FOR
IMPROVEMENT

☐

1. **Reliability:** Meets classes as scheduled. Follows departmental policy for class cancellations. Starts and ends classes consistently on time.
2. **Instructional Records:** Maintains appropriate records of grades/attendance and submits required reports to the division chair and registrar on time.
3. **Availability:** Posts office hours and is available to students during that time.
4. **Syllabus:** Makes an appropriate syllabus available to students and division chair in a timely manner that states: office hours, grading policy and procedures, learning outcomes, contact information, and attendance policy.
5. **Feedback:** Provides appropriate feedback on tests, papers, and other evaluations in a timely manner.
6. **Organization:** Is well-organized and prepared for each class.

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Comments:

ACADEMIC RESPONSIBILITIES – TEACHING & LEARNING**Category Rating**EXCEEDS
EXPECTATIONS
☐MEETS
EXPECTATIONS
☐OPPORTUNITIES FOR
IMPROVEMENT
☐

1. Maintains college level rigor and requires a high level of academic excellence from students.
2. Uses an appropriate variety of instructional methods to enhance learning. This includes the application of the subject matter, current materials, practice, and technology.
3. Develops appropriate tests, projects, and/or other evaluation activities for the courses taught.
4. Considers Student Course Evaluations.
5. Participates in the selection of instructional materials and the development of curriculum. *

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Comments:

**LEARNING COMMUNITY RESPONSIBILITIES –
TEACHING & LEARNING****Category Rating**EXCEEDS
EXPECTATIONS
☐MEETS
EXPECTATIONS
☐OPPORTUNITIES FOR
IMPROVEMENT
☐

1. Communicates effectively and in a timely manner with students.
2. Encourages an atmosphere in which students may ask questions, offer opinions, and express ideas.
3. Cares about and shows respect for students.
4. Supports student activities to promote a college environment. *

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Comments:

INSTITUTIONAL RESPONSIBILITIES – ENGAGEMENT & COMMUNICATION

Category Rating	EXCEEDS EXPECTATIONS <input type="checkbox"/>	MEETS EXPECTATIONS <input type="checkbox"/>	OPPORTUNITIES FOR IMPROVEMENT <input type="checkbox"/>
1. Communicates effectively and in a timely manner with colleagues and other college personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Participates in departmental meetings and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Serves on college committees as required. *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Attends and participates in college in-service, workshops, and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

PROFESSIONAL RESPONSIBILITIES – TEACHING & LEARNING

Category Rating	EXCEEDS EXPECTATIONS <input type="checkbox"/>	MEETS EXPECTATIONS <input type="checkbox"/>	OPPORTUNITIES FOR IMPROVEMENT <input type="checkbox"/>
1. Keeps abreast of developments in the subject area and in instructional techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Participates in professional development activities (i.e., maintains membership/participates in professional organizations; earns course credit/pursues an advanced degree; participates in workshops, seminars, institutes; conducts research; publishes articles/books, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Shares ideas and materials related to the teaching field and/or pedagogy with colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Participates in Peer Classroom Observation Program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Originates new instructional techniques/materials of value to students/colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

SPECIAL SERVICE – TEACHING & LEARNING

Category Rating

EXCEEDS
EXPECTATIONS
☐

MEETS
EXPECTATIONS
☐

OPPORTUNITIES FOR
IMPROVEMENT
☐

1. Performs special services for the college and/or community (e.g. develops new courses/programs). *

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2. Mentors new adjunct or full-time faculty members. *

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Comments:

SUMMARY OF ACCOMPLISHMENTS FOR THE CURRENT EVALUATION CYCLE

Accomplishments:

FACULTY GOALS FOR THE COMING EVALUATION CYCLE

Goals:

EMPLOYEE COMMENTS

Comments:

Faculty Member Signature: _____ Date: _____

Division Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____