



FORMAL EVALUATION INSTRUMENT FOR FULL TIME TEACHING FACULTY

| |
|-------------------|
| Exceeds Standards |
| Meets Standards |
| Needs Improvement |

Professor: _____ PID _____

Evaluation Year _____

INSTRUCTIONAL RESPONSIBILITIES

DESIGN: The planning that organizes the course into instructional units and those units into daily activities based on specified objectives and standards.

1. The professor should have a plan for the term that organizes each course into objectives.
2. The professor should have a syllabus that organizes course objectives into instructional units and clarifies course expectations.

DELIVERY: The presentation of the material that meshes the professor's teaching strategies and skills with the students' learning styles to meet course objectives.

1. The professor should demonstrate genuine interest in the students, the educational process, and the subject matter and should encourage students to participate in the learning process when appropriate.
2. The professor should demonstrate knowledge of subject matter.
3. The professor should demonstrate effective communication and presentation skills as demonstrated by clarifying daily objectives and making efficient use of class time.
4. The professor should attempt to motivate students to commit to the learning process.

MANAGEMENT: Those tasks involved in efficiently operating, evaluating, and maintaining a course.

1. The professor should keep and communicate accurate records.
2. The professor should process work in a timely manner.
3. The professor should measure student progress toward unit objectives.
4. The professor should modify course design and/or delivery based on various evaluative criteria.
5. The professor should participate in discipline specific assessment activities.

COMPATIBILITY WITH INSTITUTION

Those relationships that show respect, fairness, and responsiveness to students, staff, and the college community.

1. The professor should demonstrate genuine concern for and interest in the function of the division and the institution, and work collaboratively to achieve division and institution goals.
2. The professor should treat students fairly with interest, dignity and respect.
3. The professor should treat all Polk State College employees respectfully and professionally.

PROFESSIONAL DEVELOPMENT/COLLEGE INVOLVEMENT

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Those activities that demonstrate positive personal involvement in the institution.

1. The professor should participate in professional development activities.
2. The professor should observe college policies and procedures
3. The professor should participate in college activities in addition to the normal teaching assignment (e.g. committees, student activities, division/discipline activities, etc.).
4. The professor should participate in program/discipline assessment activities as well as institutional assessment activities.

EVALUATOR'S COMMENTS

| SUMMATIVE EVALUATION | |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Overall performance exceeds standards. Recommended for performance increment. |
| <input type="checkbox"/> | Overall performance meets standards. Performance is satisfactory. Recommended for performance increment. |
| <input type="checkbox"/> | Overall performance does not meet standards. Performance needs improvement. Not recommended for performance increment. |

| | |
|----------------------------------------------------------------------|---------------|
| _____ Professor Signature | _____ Date |
| _____ Dean Signature | _____ Date |
| _____ Vice President for Academics and Student Services Signature | _____ Date |

PROFESSOR'S COMMENTS

Professor's Signature (Please sign here if comment box used)

Date

A drug-free Campus Awareness Program brochure accompanies this annual performance review form. I understand that if I have any questions or do not understand any part of that material, I may contact the Human Resources Office for assistance.