

# College of Education and Behavioral Sciences

## Part-Time Faculty Evaluation Form

Faculty Name: \_\_\_\_\_ Course: \_\_\_\_\_ Section: \_\_\_\_\_  
Department: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_  
Department Head: \_\_\_\_\_  
Course (check one)      On campus      Off campus      Online

**Directions: Place one of the following before each of the items below – “S” for Satisfactory; “U” for Unsatisfactory; “NA” for Not Applicable; “II” for Insufficient Information.**

Based on information collected, this part-time faculty member . . .

1. Conducted SITE process according to established procedure.
2. Received mostly positive SITE evaluations.
3. Received positive feedback from extended campus director.
4. Demonstrated evidence of current content knowledge for the course.
5. Distributed an acceptable syllabus to the students.
6. Taught the appropriate curriculum
7. Used appropriate text and related instructional materials.
8. Met administrative report deadlines (e.g., grades, Sixth Week Freshman Assessment).
9. Met class and held exams as scheduled.
10. Was available to students for advising/out-of-class help.
11. Exhibited appropriate interpersonal skills with students/colleagues/administrators.
12. Exhibited appropriate oral and written communication skills.
13. Demonstrated appropriate attitudes toward students and improved student learning.
14. Exhibited appropriate attitudes toward professional development, staying current in the professional literature, and participating in professional organizations.

*If the need arose, I would      would not      hire this part-time faculty member for future instruction.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The faculty member may submit to the department head a response to the evaluation if deemed unacceptable by the faculty member. This response will be attached to the evaluation form and maintained in the department office.*

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## **Part-Time Faculty Evaluation Policy**

The following guidelines will be followed in the evaluation of part-time faculty:

1. Each academic year department heads will complete the Part-Time Faculty Evaluation Form for each part-time faculty member who has taught in the department.
2. The department head will submit evaluations for all classes taught during the academic year.
3. The original copy of each evaluation form will be kept on file in the office of the academic department.
4. A copy of the evaluation will be provided to the part-time faculty member. Ideally, the department head will provide the part-time faculty member a copy of the evaluation form upon initial employment.
5. The faculty member may submit to the department head a response to the evaluation if deemed unacceptable by the faculty member. This response will be attached to copy of the evaluation form and maintained in the department office.
6. The Part-Time Faculty Evaluation Form will serve as documentation for purposes of future employment decisions.
7. Part-time faculty are employed by academic departments on an “as-needed” basis. Department Heads are responsible for recruiting and employing appropriate part-time personnel to adequately staff program courses.