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| NAME:  |  Click here to enter a date. |

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| Rate the following items from 0 to 3 using the following scale: * *3 – Meets Expectations (100 % compliance);*
* *2 ­–­ Not Applicable;*
* *1 – Needs Improvement (< 100% compliance);*
* *0 –Out of compliance/****PIP needed*** *(< 75% compliance)*
 |
| **Faculty Self Evaluation and Supervisor Rating** | **Faculty****Self-Rating** | **Supervisor Rating** |
|  | Instructor cooperates with other TVCC personnel including immediate supervisor, administration, other faculty members, and support staff. |  |  |
|  | Instructor notifies the division chairperson, their immediate supervisor, or appropriate administrator via email and telephone message as early as possible of an inability to meet a class.  |  |  |
|  | Instructor participates in curriculum development, including, but not limited to:* + Syllabus review and update
	+ Learning outcome identification, evaluation, and reporting
	+ Program reviews
	+ Library book/resources recommendations
	+ Instructional material and textbook review and recommendation
 |  |  |
|  | Instructor willingly accepts his/her share of department/division tasks, including, but not limited to:* + Counseling and registration of students
	+ Informing administration of all matters that affect the welfare of students, faculty, or the institution
	+ Serving as member of committees (list committees actively serving)
	+ Performing other duties as assigned by immediate supervisor, associate vice president, dean, provost, vice president of instruction, or president
 |  |  |
|  | Instructor is present and punctual in attending meetings and assigned events, including, but not limited to:* + Scheduled faculty meetings
	+ Learning Day
	+ Commencement
	+ Committee meetings
	+ Special meetings called by immediate supervisor, associate vice president, dean, provost, vice president of instruction, or president

  |  |  |
|  | Instructor completes assigned non-instructional record-keeping tasks properly and in a timely manner, including, but not limited to:* + Posting updated/current syllabi to TVCC website
	+ Verifying and authorizing special assignment agreements, when applicable
	+ Selecting textbooks in Cardinal Connection
	+ Certifying class rolls for each assigned course in Cardinal Connection
	+ Verifying and confirming future schedules, including room assignments, course offerings and class times
	+ Posting semester grades in Cardinal Connection
	+ Other requested and assigned activities
 |  |  |
|  | Instructor teaches assigned classes according to approved course syllabi and minimum competencies. |  |  |
|  | Instructor maintains office hours in accordance with TVCC Board Policy DJ (LOCAL). Part-time faculty are available to students outside of their regularly scheduled classes for consultation/assistance with class-related items on an as needed-basis. |  |  |
|  | Instructor publishes office hours in their syllabus and posts on their office door (if applicable) to meet the requirements outlined in TVCC Board Policy DJ (LOCAL).  |  |  |
|  | Instructor participates in the identification and evaluation of student learning outcomes (LEAPs). |  |  |
|  | Instructor keeps accurate and current student records, including, but not limited to:* + Attendance
	+ Class grade records
	+ Exam answer keys
	+ Lesson assignments
	+ Student artifacts for outcome assessment
	+ Evidence of improvement plans related to student learning assessment
	+ Materials and equipment available for substitute instructors
 |  |  |
|  | Instructor attends professional development opportunities as assigned and is proactive with maintaining professional development hours relevant to their instructional assignment. |  |  |
|  | Instructor has completed the mandatory training assigned to them by the Human Resource Office, the Information Technology Department, or their supervisor(s) for compliance of State and Federal requirements.  |  |  |

# Faculty Evaluation Components

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| --- | --- | --- |
| To Be Completed by Faculty and/or Supervisor *(See Instructions Below)* | Overall Assessment (check one) | Comments |
| QUESTIONS FROM THE COURSE EVALUATIONS: | **Exceeds Expecta-tions**  | **Meets Expecta-tions** | **Improve-ment Needed** |  |
|  | The instructor relates the importance of the subject matter to real life. |  |  |  |            |
|  | The instructor is very knowledgeable of the subject matter. |  |  |  |  |
|  | The instructor encourages questions and discussions from students. |  |  |  |  |
|  | The instructor follows the provided syllabus for classroom instruction and assignments. |  |  |  |  |
|  | The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered. |  |  |  |  |
|  | The instructor's teaching methods are effective in helping me learn. |  |  |  |  |
|  | The instructor expects students to take responsibility for their learning. |  |  |  |  |
|  | The instructor establishes a climate of respect. |  |  |  |  |
|  | The instructor is well organized and prepared for each class. |  |  |  |  |
|  | The instructor is available to me on matters pertaining to the class. |  |  |  |  |
|  | The instructor provides feedback or grades for all assignments, quizzes, or exams within one week. |  |  |  |  |
|  | The instructor meets and starts class on time, do not answer the question if class was online. |  |  |  |  |
|  | This instructor has challenged me to think. |  |  |  |  |

*The “Overall Assessment” box should be filled out based upon the overarching pattern that emerges from the student course evaluation results. Judgments about an instructor’s need to improve or his/her strength in an area should be based upon a review of the student evaluations submitted for the courses they are teaching. Below is a suggested guideline for judging performance; however, faculty and division chairs are encouraged to use their professional judgment for unique situations. In circumstances where limited participation of student evaluation an issue, the faculty member is encouraged to provide strategies for improving participation rates in their faculty comment section.:*

***Exceeds Expectations*** *is assigned to questions for which the average for the instructor is rated a 4.0 score or above;*

***Meets Expectations*** *is assigned to questions for which the average falls between 3.0 and 3.9;*

***Improvement Needed*** *is assigned to questions for which the average falls below 3.0.*

# FACULTY IMPROVEMENT SECTION

**Professional Development activity that you’ve engaged in since the last evaluation.**

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| --- | --- | --- | --- | --- |
| Date(s): | Title: | Description: | Total Hours Overall | Hours Related to Distance Education |
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**From last year’s evaluation, review the goals and objectives for improvement and indicate whether these were accomplished. Why, or why not?**

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| **Faculty Comments:**  |
| **Supervisor Comments:**  |

**Goals and objectives for improvement for the upcoming year.**

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| --- |
| **Faculty Comments:**  |
| **Supervisor Comments:**  |

**Please use this space below for any additional comments.**

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| **Faculty Comments:**  |
| **Supervisor Comments:**  |

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Signature of Supervisor Date Signature of Instructor Date

Please attach copies of your ***Student Evaluations of Course and Instructor***Immediate Supervisor **MUST** keep a copy of these results on file.