

Bishop State

FACULTY EVALUATION

NAME _____ DATE _____

SEMESTER _____ YEAR _____

EVALUATED BY _____

The following scale is to be used:

- 5 – Far exceeds standards; performs with excellence
- 4 – Exceeds standards; above average
- 3 – Meets standards; acceptable performance
- 2 – Meets some standards; needs improvement in some areas
- 1 – Fails to meet standards; needs considerable improvement

(1)	Plans lessons and other instructional units with clearly stated objectives.	5	4	3	2	1	N/O	N/A
(2)	Uses teaching methods appropriate to the needs of the student.	5	4	3	2	1	N/O	N/A
(3)	Involves students in the learning process and encourages active class participation.	5	4	3	2	1	N/O	N/A
(4)	Practices fairness and impartiality in all aspects of instruction.	5	4	3	2	1	N/O	N/A
(5)	Uses instructional time effectively.	5	4	3	2	1	N/O	N/A
(6)	Develops systematic and appropriate performance standards and measures; informs students of these standards and measures; implements them properly; and returns results in a timely manner.	5	4	3	2	1	N/O	N/A
(7)	Systematically records and maintains records of students' progress and achievement.	5	4	3	2	1	N/O	N/A
(8)	Implements and maintains acceptable safety standards.	5	4	3	2	1	N/O	N/A
(9)	Organizes and manages classroom and laboratory effectively.	5	4	3	2	1	N/O	N/A

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(10)	Selects and recommends instructional equipment supplies, textbooks, etc.	5	4	3	2	1	N/O	N/A
(11)	Exhibits good work ethics	5	4	3	2	1	N/O	N/A
(12)	Maintains open communication with students, colleagues and staff.	5	4	3	2	1	N/O	N/A
(13)	Inspires the respect and confidence of students.	5	4	3	2	1	N/O	N/A
(14)	Maintains effective communication with local business and industry.	5	4	3	2	1	N/O	N/A
(15)	Maintains accessibility to students by keeping office hours.	5	4	3	2	1	N/O	N/A
(16)	Maintains and submits records and reports in an accurate, efficient, effective and timely manner.	5	4	3	2	1	N/O	N/A
(17)	Completes work in a neat, well-organized and thorough fashion.	5	4	3	2	1	N/O	N/A
(18)	Is punctual.	5	4	3	2	1	N/O	N/A
(19)	Shows initiative in making work improvements and in promptly identifying and correcting errors.	5	4	3	2	1	N/O	N/A
(20)	Follows established policies and procedures, and observes channels of authority.	5	4	3	2	1	N/O	N/A
(21)	Applies consistently good judgement in analyzing work situations and materials, and in drawing conclusions.	5	4	3	2	1	N/O	N/A
(22)	Effectively plans and controls work activities, motivates and develops subordinates.	5	4	3	2	1	N/O	N/A
(23)	Effectively develops goals and standards, Delegates responsibility and makes decisions.	5	4	3	2	1	N/O	N/A
(24)	Keeps up-to-date occupationally and professionally and professionally.	5	4	3	2	1	N/O	N/A

OVERALL PERFORMANCE

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EVALUATOR'S COMMENTS:

INSTRUCTOR'S COMMENTS:

This report is based on my observation and knowledge of the faculty member and the job

EVALUATOR: _____

DATE: _____

My signature indicates that I have reviewed this evaluation.

FACULTY MEMBER: _____



PROFESSIONAL DEVELOPMENT ASSISTANCE PLAN

DEFICIENCIES IDENTIFIED IN EVALUATION

PRESCRIPTIVE ACTIVITIES

PROJECTED COMPLETION DATE

NAME OF EMPLOYEE

**DEPARTMENT/PROGRAM
NAME OF REVIEWER**

SIGNATURE OF EMPLOYEE

SIGNATURE OF REVIEWED

DATE
