

BASIC AND COMPREHENSIVE EVALUATION SUMMARY FORM FOR ALL FACULTY

Name of Faculty Member: _____ Employee #: _____
 Discipline: Law Department: Business & Law College: Mission
 Evaluation Type: ☐ Basic ☐ Comprehensive
 Status: ☐ full-time regular faculty
 ☐ tenure-track contract faculty
 (Select: ☐ B-1 ☐ B-2 ☐ B-3 (year: ☐ 3 or ☐ 4)
 ☐ limited (including PACE) or long-term substitute)
 ☐ adjunct faculty

A. Professional Qualities

Professionalism	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Keeps current in discipline.			
2. Interacts or communicates with peers.			
3. Accepts constructive criticism well.			
4. Maintains adequate and appropriate records.			
5. Submits grades and/or other required information on time.			
6. Attends required meetings.			
7. Is regularly available to students.			
8. Fulfills professional development responsibilities.			

Sources: (state sources of data) The evaluation committee reviewed the following:

The Committee evaluated the following: course syllabus, outlines, website review, Student Learning Outcomes, Professional Development

Professional Contributions (Required for Full-Time Faculty Only)	Exceeds Expectations	Meets Expectations	Needs Improvement
9. Makes appropriate contributions to the discipline/department and assumes an appropriate share of faculty responsibilities			
10. Makes appropriate contribution to the college by serving effectively on committees, projects, special assignments, etc.			

Sources: (state sources of data) – see above under #8

Narrative assessment: (insert comments in text box or attach separate piece of paper)

See further comments under Attachment to this evaluation.

Attach appropriate form for Section B. Complete Sections C and D.

C. Overall Evaluation ☐ **Satisfactory** ☐ **Needs to improve** ☐ **Unsatisfactory**

D. Recommendations:

The Committee recommends the following:

(Select signature section below based on the type of evaluation completed)

Basic Review – Adjunct Faculty

Print Name	David Jordan David Jordan, Vice-Chair - Law	Signature	Date
	_____	_____	_____

Basic Evaluation for full-time or adjunct faculty – Evaluator Signature (Department Chair or Designee) Required

Print Name	Pat Flood Pat Flood, Department Chair	Signature	Date
	_____	_____	_____

Evaluee Signature Required for Basic and Comprehensive Evaluations

I have received a copy of this evaluation but my signature does not necessarily indicate my agreement.
I understand that any written statement I forward to the Division of Human Resources regarding this evaluation will be attached to the copy, which is filed here.

Print Name	Signature	Date
	_____	_____

If your Basic Evaluation is “less than satisfactory,” you may be entitled to request a comprehensive evaluation as per Article 19.

Name of Faculty Member:

B. Knowledge, Skill and Ability as a Classroom Instructor	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Establishes a student-instructor relationship conducive to learning		x	
2. Communicates ideas clearly and effectively		x	
3. Stimulates students' interest and desire to learn		x	
4. Promotes active involvement of students in learning activities		x	
5. Promotes active involvement of students in learning activities		x	
6. Uses class time efficiently		x	
7. Demonstrates sensitivity in working with students with diverse backgrounds and needs		x	
8. Meets classes at appointed hour for scheduled duration		x	
9. Fulfills professional development responsibilities		x	
10. Ensures that course content is current and appropriate		x	
11. Teaches course content that is appropriate to the official course outline of record congruent with standards set by the discipline		x	
12. Uses materials that are accurate and pertinent to the subject matter and course outline		x	
13. Maintains an appropriate pace during each class session and over the duration of the academic term		x	
14. Teaches at a level that is appropriate to the course content and outline		x	
15. Has appropriate command of the subject matter to be able to respond to student needs		x	
16. Evaluates student achievements according to stated course grading criteria		x	
17. Provides a positive learning environment for all student populations		x	

Sources: (state sources of data) - see above under #8

Narrative assessment: – see attachment to this evaluation.

--