

**ALAMO COMMUNITY COLLEGE DISTRICT**

**FACULTY EVALUATION**

**for Temporary Faculty**

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Rank: \_\_\_\_\_  
       \_\_\_\_\_ SAC       \_\_\_\_\_ SPC       \_\_\_\_\_ PAC

Evaluation Period From \_\_\_\_\_ to \_\_\_\_\_  
 SSN: \_\_\_\_\_  
 Date of Employment: \_\_\_\_\_  
 Dept. Chairperson/Supervisor: \_\_\_\_\_

**GENERAL STATEMENT**

The purposes of the performance evaluation are (1) to provide information to individual faculty members concerning job performance, thus contributing to professional growth and development and (2) to provide information for use in recommendations concerning other institutional personnel actions. Desirable outcomes of the evaluation process include improved instruction, enhanced communication, creation of an atmosphere wherein the faculty development can be readily realized and assessed, and enhancement of the quality of faculty performance as related to the overall mission of the Alamo Community College District. This summary is to be used by the department chairperson or the chairperson's designee.

The evaluation is considered a joint venture and must be approached with the objective of fairness and mutual growth for all concerned. Essential elements are objectivity, respect for academic freedom, and a focus on job requirements as the basis for evaluation. Professional, philosophical, and/or personal differences should not determine judgements rendered; nor should a single action or occurrence, whether favorable or unfavorable, provide the sole basis for an assessment. Rather, consistency and overall performance should be given due consideration. Documentation must be available to support assessments which are extremely favorable or unfavorable. While all categories might not be weighed equally, the collective ratings for the individual categories should form the basis for the overall evaluation of the faculty member.

Prior to the evaluation, both the faculty member and the department chairperson should review the position description. Following complete, fair, and open discussion of the evaluation, the faculty member should be given ample time to respond. Space for written comments is provided.

**REVIEW OF POSITION DESCRIPTION**

Have faculty member and department chairperson reviewed position description?     Yes     No

**PERFORMANCE CHARACTERISTICS AND COMPETENCIES**

- 5 OUTSTANDING: performs very well; a model for other instructors.
- 4 GOOD: performs well; demonstrates above average performance.
- 3 SATISFACTORY: performs in middle range; demonstrates average performance.
- 2 MARGINAL: demonstrates minimally acceptable teaching skills; some changes should be made to improve performance.
- 1 UNSATISFACTORY: does not meet minimum requirements; major changes must be made to improve performance.
- 0 NOT APPLICABLE: not able to observe/not relevant.

**PLEASE WRITE AN EVALUATION IN EACH CATEGORY  
 INDICATING ONE OF THE PERFORMANCE CHARACTERISTICS NOTED ABOVE**

IMPORTANT FACTORS/COMPETENCIES	PERFORMANCE					
<b>TEACHING</b>						
<b>QUALITY OF TEACHING</b>						
1) Maintains course syllabus/outline and provides each student with a written statement of course requirements at the beginning of the semester.	5	4	3	2	1	0
2) Prepares and delivers lectures, leads discussions, conducts laboratory demonstrations and performs other activities which are related to and meet the requirements of the course.	5	4	3	2	1	0
3) Conducts evaluations of student performance and assigns grades on the basis of such evaluations.	5	4	3	2	1	0
<b>MANAGEMENT</b>						
4) A) Maintains records of student attendance and grades according to college and state policy. B) Fulfills department requirements for data and records in a timely manner	5	4	3	2	1	0

**ADVISING**

5) Is accessible to students as needed. 5 4 3 2 1 0

6) Assists students with academic and career advisement and assistance as needed. 5 4 3 2 1 0

**STUDENT SURVEYS**

7) Administers student surveys in his/her classes as indicated by district policy; discusses results with departmental chair. 5 4 3 2 1 0

**SERVICE**

8) Fulfills departmental duties and responsibilities 5 4 3 2 1 0

9) Donates academic expertise to local, state or national community. 5 4 3 2 1 0

**PROFESSIONAL GROWTH**

10) Maintains professional skills and subject expertise through study and involvement in professional organizations. 5 4 3 2 1 0

**COMMENTS BY DEPARTMENTAL CHAIRPERSON OR DESIGNEE**

11) OVERALL APPRAISAL 5 4 3 2 1 0

Is the faculty member recommended for re-election?  Yes  No

**COMMENTS BY FACULTY MEMBER**

I concur with this evaluation.

I do not concur with this evaluation.

**SIGNATURES**

I certify that I have read and discussed this evaluation with this faculty member.

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

I certify that I have read and discussed this evaluation with the evaluator.

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

Reviewed By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Original to District Personnel Office: copies to faculty member and departmental chairperson