

# Administrative Evaluation (Teaching)

*If you have any questions regarding the evaluations, please contact your supervisor.*

Please enter your name here:

Date:

## Part 1 - Faculty Information

1. Please state the name of the faculty you are evaluating:

## Part II - Multiple Choice (Please circle or highlight one)

2. Can access both college and community resources to assist students and faculty with requests for information and assessment.

Yes

No

3. Can be relied upon for professional assistance by instructional changes for their advisees.

Yes

No

4. Remains current with education programs and instructional changes for their advisees.

Yes

No

5. Completes special responsibilities unique to their position in a thorough and professional manner.

Yes

No

6. Course learning outcomes are clearly stated, easily accessible and align with the approved Master Course Outline.

Yes

No

7. Course syllabi contains the required elements and serves as an effective resource for students.

Yes

No

8. Instructor's contact information and office hours are posted outside office and shared with area administrative assistant.

Yes

No

9. "Student Rights and Resources" are linked in Canvas and syllabi.

Yes

No

10. Compliant with the expectation regarding the submission of Attendance Verification and final grades.

Yes

No

### Part III - Likert Questions

Please provide your answer using the given scale.

(0=Not observed, 1=Needs developing, 2=Developing, 3=Good, 4=Exceptional)

11. Engages in professional development opportunities. (Please circle or highlight one)

0      1      2      3      4

12. If you have chosen an answer that is less than or more than "3-Good," please briefly elaborate below.

Please provide your answer using the given scale.

(0=Not observed, 1=Needs developing, 2=Developing, 3=Good, 4=Exceptional) (Please circle or highlight one)

13. Engages in opportunities to serve the college.

0      1      2      3      4

14. If you have chosen an answer that is less than or more than "3-Good," please briefly elaborate below.

Please provide your answer using the given scale.

(0=Not observed, 1=Needs developing, 2=Developing, 3=Good, 4=Exceptional)

15. Serves as a faculty advisor and participates in advisor training and assessment. (Please circle or highlight one)

0      1      2      3      4

16. If you have chosen an answer that is less than or more than "3-Good," please briefly elaborate below.

#### **Part IV - Subjective Questions**

17. Please analyze the following (500 words recommended):

- Student evaluations
- Peer evaluations
- Self-evaluations

18. Provide a summary of (500 words recommended):

- Class observations
- Other faculty responsibilities as identified in Article 12 (WWCC Faculty CBA)

19. Provide a list of 3-5 commendations.

20. Provide a list of 3-5 areas of growth.

### **Part V - Recommendation for Continuation**

21. As the supervisor and sponsor of this faculty member, do you recommend continuation of their tenure track?  
(Please circle or highlight one)

Yes

No