



Office of Academic Affairs

Administrative Evaluation of Contract Faculty

Faculty Member: _____

Division: _____

Administrative Evaluation	Yes	No	NA
Meets contracted days and hours of service			
Teaches assigned courses, meets duties, and /or provides services consistent with the position announcement.			
Meets office hours as required.			
Participates in curriculum development and revision.			
Participates in the development, revision, and assessment of student learning outcomes.			
Attends division meetings.			
Actively works with advisory committees and programmatic accrediting bodies (if applicable)			
Participates in program review, unit planning, and class schedule development			
Meets departmental and division deadlines.			
Attends assigned committee meetings			
Meets professional expectations and follows reasonable business practices in communication and interactions with staff, students, and the community.			
Meets coaching or evaluation deadlines (if applicable)			
Follows college policies and processes, including leave slips, and attendance.			
Submits forms and information on student progress requested by Financial Aid and other student programs.			
Submits forms and information related to student enrollment, attendance, and grades as required by Admissions and Records.			
Submits bookstore forms and returns borrowed materials in a timely manner			
Is responsive to student issues			
Submits leave forms and other personnel documentation as needed and in a timely manner			
Comments: <i>Please provide feedback on how the faculty performed relative to the professional responsibilities listed above, noting any specific deficiencies.</i>			



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Comments: *If the faculty member failed to meet any responsibilities or deadlines, please provide a list of those responsibilities or deadlines, including the semester and year.*

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Summary: *Please provide a summary of faculty performance or any other observations, including major accomplishments or areas of excellence.*

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Signature

Dean

Date