

2024-2025 Temporary Faculty Evaluation

Department Committee Review

This form is used by the department level Committee to review a temporary faculty member with a full-time 1-year appointment or to review a temporary faculty member’s 3-year or 6-year cumulative evaluation file. **This form must be completed and certified by the department review committee Chair and include the names of all committee members who have reviewed the file. The department committee Chair is responsible for uploading this document to Interfolio by the Department Review deadline date.**

Employee Name: Click here to enter text.

# Teaching Performance

## Review of Student Evaluation and Grading

## This section is for analysis of SPOT materials and grading practices, as well as discussion of classroom visit observations if performed.

Comments: Click here to enter text.

## Instructional Materials

## Review information and materials relevant to instruction, if submitted. Constructive comments for improving instructional material are permissible in all rating categories but are required if the rating is unsatisfactory.

[ ]  Excellent [ ]  Proficient [ ]  Satisfactory [ ]  Unsatisfactory (Comments must be provided)

Comments: Click here to enter text.

## Service to Students

## Provide the information requested below. If appropriate, comment on other service to students provided by the instructor outside of class.

Number of office hours scheduled per week: Click here to enter text.

Are office hours scheduled at times which are reasonably convenient to students in assigned courses?

[ ]  Yes [ ]  No (Explain in comments)

Are office hours held as scheduled with rare exceptions?

[ ]  Yes [ ]  No (Explain in comments)

Comments: Click here to enter text.

# Overall Rating of Teaching

# On the basis of the evidence provided in Sections A, B, and C above, rate the instructor’s overall teaching. Constructive comments for improving performance are permissible in all rating categories, but are required for ratings of unsatisfactory.

[ ]  Excellent [ ]  Proficient [ ]  Satisfactory [ ]  Unsatisfactory (Comments must be provided)

Comments: Click here to enter text.

# Professional Growth & Development

# This section includes scholarly or creative activities and pedagogical contributions to the profession.

[ ]  Required: The assigned duties go beyond teaching responsibilities.

[ ]  Optional: The employee does not have specific assignments in addition to instruction but has chosen to submit evidence of their professional growth and development for evaluation.

Comments: Click here to enter text.

# University & Community Service

# This section includes service to professional organizations.

[ ]  Required: The assigned duties go beyond teaching responsibilities.

[ ]  Optional: The employee does not have specific assignments in addition to instruction but has chosen to submit evidence of their University or community service for evaluation.

Comments: Click here to enter text.

# Overall Performance Rating

On the basis of the evidence presented above, rate the faculty member’s overall performance.

[ ]  Satisfactory [ ]  Unsatisfactory (Comments must be provided)

Comments: Click here to enter text.

# Certification

[ ]  By checking this box I certify that I am Click here to enter text., the Chair of the department review committee for the employee named above and that the committee has completed this review on Click here to enter text.. Reviewers on this Committee include the following individuals:

 Click here to enter text.

 Click here to enter text.

 Click here to enter text.

 Click here to enter text.

 Click here to enter text.

 Click here to enter text.