

2025-2026 Temporary Faculty Evaluation

Subject Matter Expert/Program Coordinator Review

This form is used by the Program Coordinator to provide feedback for the Department Chair in reviewing a part-time temporary faculty member with a one semester or one academic year appointment.

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, discuss the instructor’s overall teaching.

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.

# Certification

[ ]  By checking this box I certify that I am Click here to enter text., the Program Director for the employee named above and that I have completed this review on Click here to enter text..