

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..