OVERALL PERFORMANCE FORM FOR ADJUNCT FACULTY

Adjunct Faculty Member

Department/ Division

Semester(s) Covered in this Evaluation

The Dean/designee should indicate for each category whether the performance of the adjunct faculty member was Satisfactory or Unsatisfactory. You may comment as appropriate on each category. Please attach a copy of the Summary Student Evaluation(s) and a copy of the Classroom Observation Evaluation.

Student Evaluations: ________________

Comments:

Instructional Observation: ________________

Comments: Please see attached Instructional Observation Form.

Other Responsibilities: ________________

Comments:

Overall Performance: ________________

Please note that overall performance includes (a) teaching assigned courses in accordance with approved course descriptions and class schedules; (b) maintaining accurate student records; (c) following applicable college administrative procedures; and (d) being available at reasonable times to confer with students outside of class.

Comments:

Signature of Adjunct Faculty Member ________________________________ Date

Signature of Evaluator ________________________________ Date

Signature of Division Director ________________________________ Date

Signature of Dean ________________________________ Date
INSTRUCTIONAL OBSERVATION FORM
FOR CLASSROOM AND ESL SETTINGS

Faculty Member ____________________________________________

Evaluator ________________________________________________

Date ___________________________

Class ___________________________

1. Was the lesson organized and clearly presented?

2. Describe the level of student interest and participation.

3. Describe the quality of interpersonal relations between the instructor and students.

4. What was particularly effective about the instruction? And, what specific suggestions would you make concerning how instruction could be improved?

Signature of Adjunct Faculty Member ____________________________ Date

Signature of Evaluator ________________________________________ Date