

**LAWSON STATE COMMUNITY COLLEGE  
ADJUNCT INSTRUCTOR EVALUATION**

**CONFIDENTIAL**

The *Adjunct Instructor Evaluation* form is used to evaluate the employee's overall job performance, skill ability, and those personal qualities associated with job related responsibilities.

Procedure

1. Using the 4-point scale below, rate the employee under in each category listed.
2. Review the results of the evaluation with the employee and provide a copy to the employee.
3. **Supervisors:** Provide the Human Resources Office with this original form. Then, forward copies to your Area Dean and Vice President. You should also maintain a copy of this evaluation for your records.

Employee: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** The ratings below indicate the evaluator's ranking of the employee's use of the skills listed and personal qualities associated with job performance. The following five-point Likert scale applies:

- NA Not applicable or not observed
- LEVEL 1 Unsatisfactory (employee is **not** meeting his/her job expectations)—**requires comment**
- LEVEL 2 Needs Improvement (employee is **not meeting** his/her job expectations consistently)
- LEVEL 3 Satisfactory (employee **meets** job expectations on a consistent basis)
- LEVEL 4 Above Average (employee meets job expectations **above** the minimum standards)

**Category I: Instructional Duties/Responsibilities**

- |   |    |   |   |   |   |
|---|----|---|---|---|---|
| 1. Supports the mission of the college .....  | NA | 1 | 2 | 3 | 4 |
| 2. Establishes and works to achieve instructional goals and objectives that align with mission.....   | NA | 1 | 2 | 3 | 4 |
| 3. Plans and delivers instruction that relates to subject matter .....  | NA | 1 | 2 | 3 | 4 |
| 4. Provides a current syllabus and adheres to its contents as written .....   | NA | 1 | 2 | 3 | 4 |
| 5. Maintains accurate student records (i.e., roll book, grade book, attendance records, etc.) .....   | NA | 1 | 2 | 3 | 4 |
| 6. Meets deadlines for submitting grades, attendance verification reports, etc. ....  | NA | 1 | 2 | 3 | 4 |
| 7. Conducts class as scheduled and in accordance with established class meeting times.....  | NA | 1 | 2 | 3 | 4 |
| 8. Adheres to FERPA guidelines when handling student information.....   | NA | 1 | 2 | 3 | 4 |
| 9. Uses a variety of instructional strategies to promote student-centered learning .....  | NA | 1 | 2 | 3 | 4 |
| 10. Demonstrates effective teaching approaches in a laboratory or classroom setting.....  | NA | 1 | 2 | 3 | 4 |
| 11. Provides evidence that student learning outcomes have been achieved (i.e., samples of student work, Exit exam results, portfolios, projects, student presentations, etc.) ..... | NA | 1 | 2 | 3 | 4 |
| 12. Uses technology on a regular basis to enhance instruction.....  | NA | 1 | 2 | 3 | 4 |
| 13. Demonstrates effective questioning techniques that encourage students to respond critically .   | NA | 1 | 2 | 3 | 4 |
| 14. Creates an environment that promotes higher ordered thinking.....   | NA | 1 | 2 | 3 | 4 |
| 15. Demonstrates an established rapport with students .....   | NA | 1 | 2 | 3 | 4 |
| 16. Maintains a friendly, comfortable and cooperative classroom environment .....   | NA | 1 | 2 | 3 | 4 |
| 17. Is receptive to student concerns.....   | NA | 1 | 2 | 3 | 4 |
| 18. Communicates with colleagues and others in a professional manner.....   | NA | 1 | 2 | 3 | 4 |
| 19. Displays a positive attitude in the workplace.....  | NA | 1 | 2 | 3 | 4 |
| 20. Is receptive to constructive criticism.....   | NA | 1 | 2 | 3 | 4 |
| 21. Is a positive, contributing team member .....   | NA | 1 | 2 | 3 | 4 |
| 22. Seeks to resolve conflicts in a positive manner.....  | NA | 1 | 2 | 3 | 4 |
| 23. Is self-motivated and displays initiative in carrying out job responsibilities.....   | NA | 1 | 2 | 3 | 4 |
| 24. Performs essential functions effectively .....  | NA | 1 | 2 | 3 | 4 |
| 25. Adheres to school policies/procedures (i.e., Final Exam schedule, advising policies, etc.) .....  | NA | 1 | 2 | 3 | 4 |
| 26. Maintains current, appropriate certifications .....   | NA | 1 | 2 | 3 | 4 |
| 27. Responds to email, voicemail or other forms of communication in a timely manner .....   | NA | 1 | 2 | 3 | 4 |
| 28. Follows all safety procedures required in a laboratory setting .....  | NA | 1 | 2 | 3 | 4 |

Comments (optional): Ms. McDaniels is an outstanding instructor who is completely committed to our division.

**TABULATIONS** Count the total of (1's, 2's, 3's, & 4's) under each column and record each total in the space provided. N/A's should NOT be tabulated.

\_\_\_\_ 1's    \_\_\_\_ 2's    \_\_\_\_ 3's    \_\_\_\_ 4's

- Does the employee have SIX or more "1's"?  Yes  No  
 Does the employee have SIX or more "2's"?  Yes  No  
 When you combine the "1's" & "2's" together, is that number at SIX or more?  Yes  No

If you answered "YES" to any of the above questions, the employee MUST be scored at LEVEL "1" or LEVEL "2". Final placement should be determined based on where the majority of 1's or 2's fell—the highest column determines the ranking.

If you answered "NO" to all the questions, rate the employee based on where the majority of his or her scores fell under LEVEL 3 or LEVEL 4.

**Overall Rating**

Rate the employee using your tabulation chart and applying the basic formula outlined above; then, CIRCLE the overall performance level below. **BE SURE TO DOUBLE-CHECK YOUR RESULTS.**

1	<b>Unsatisfactory</b>		<b>Satisfactory</b>	3
2	<b>Needs Improvement</b>		<b>Above Average</b>	4

**If you answered "NO" to any question, select the supervisory action you would like to take.**

\_\_\_\_\_ Since this is the first time this employee has scored below LEVEL 3, I wish to place the employee on a *Supervised Improvement Plan* for the upcoming school year.

\_\_\_\_\_ Since this is the second time this employee has scored below LEVEL 3, I wish to seek an administrative remedy. (Notify Area Dean and Associate Dean.)

If no, and employee is under a regular Strategic Improvement Plan, discuss what was not accomplished below and why.

**Employee's Comments and/or Response to Evaluation (Optional):**

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*This evaluation has been presented and discussed with the undersigned employee. The employee's signature does not necessarily reflect agreement with the evaluation. Rather, it validates that the formal evaluation of this employee was conducted. If in disagreement with this evaluation, the employee should sign the form and then submit a written rebuttal to the Human Resources Director within 10 business days from the date below. The written rebuttal will be maintained in the employee's personnel file along with the formal evaluation results shared within this document.*

Review

- I agree with this evaluation.  I do not agree with this evaluation.

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Today's Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Today's Date**