



LAWSON STATE COMMUNITY COLLEGE INSTRUCTOR EVALUATION

CONFIDENTIAL

The *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: _____

Date: _____

Supervisor: _____

Unit: _____

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..... | NA | 1 | 2 | 3 | 4 |
| 5. Reviews and/or updates materials, supplements and/or books annually | NA | 1 | 2 | 3 | 4 |
| 6. Maintains accurate student records (i.e., roll book, grade book, attendance records, etc.) | NA | 1 | 2 | 3 | 4 |
| 7. Submits accurate mid-term and final grade reports | NA | 1 | 2 | 3 | 4 |
| 8. Meets deadlines for submitting grades, attendance verification reports, etc. | NA | 1 | 2 | 3 | 4 |
| 9. Conducts class as scheduled and in accordance with established class times. | NA | 1 | 2 | 3 | 4 |
| 10. Advises students accurately and effectively based on degree plans & STARS. | NA | 1 | 2 | 3 | 4 |
| 11. Adheres to FERPA guidelines when handling student information..... | NA | 1 | 2 | 3 | 4 |
| 12. Actively participates in the pre-registration and registration process..... | NA | 1 | 2 | 3 | 4 |
| 13. Provides evidence that advising files are current and accurate..... | NA | 1 | 2 | 3 | 4 |
| 14. Is competent in the use of AS400 and Websuite | NA | 1 | 2 | 3 | 4 |
| 15. Sets and maintains office hours as posted on Locator cards and Work Load Verifications | NA | 1 | 2 | 3 | 4 |

Comments: _____

Category II: Instructional Effectiveness

- | | | | | | |
|---|----|---|---|---|---|
| 1. Uses a variety of instructional strategies to promote student-centered learning | NA | 1 | 2 | 3 | 4 |
| 2. Demonstrates effective teaching approaches in a laboratory setting | NA | 1 | 2 | 3 | 4 |
| 3. 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 |
| 4. Uses technology on a regular basis to enhance instruction..... | NA | 1 | 2 | 3 | 4 |
| 5. Remains current with changing technology as it relates to his/her teaching responsibilities..... | NA | 1 | 2 | 3 | 4 |
| 6. Demonstrates effective questioning techniques that encourage students to respond critically . | NA | 1 | 2 | 3 | 4 |
| 7. Creates an environment that promotes higher ordered thinking..... | NA | 1 | 2 | 3 | 4 |
| 8. Demonstrates an established rapport with students | NA | 1 | 2 | 3 | 4 |

Comments: _____

	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 III: Student Evaluation Results

**(Ratings for this section MUST be taken from the final results of the Student Course Evaluations).*

For quick reference, question #'s from the course evaluation have been listed to the right (i.e., #10, #18, etc.)

1. Includes assignments that relate to course syllabus (#10)	NA	1	2	3	4
2. Meets classes regularly and punctually (#18)	NA	1	2	3	4
3. Instructor uses classroom time wisely (is organized) (#25)	NA	1	2	3	4
4. Instructor provides examples and illustrations that augment student learning (#26)	NA	1	2	3	4
5. Instructor challenges students to think critically (#14)	NA	1	2	3	4
6. Instructor is prompt in grading assignments and examinations (#22)	NA	1	2	3	4
7. Instructor established clear grading procedures (#8)	NA	1	2	3	4
8. Respects students and treats them courteously (#23)	NA	1	2	3	4
9. Is available during posted office hours and for appointments. (#24)	NA	1	2	3	4
10. Overall rating of instructor (#27)	NA	1	2	3	4

Category IV: Professional Communication Skills & Teamwork

1. Communicates with students, colleagues and others in a professional manner	NA	1	2	3	4
2. Writes and speaks in a clear and grammatically correct manner	NA	1	2	3	4
3. Displays a positive attitude in the workplace	NA	1	2	3	4
4. Shows respect and consideration for faculty, staff, students, administrators and visitors.	NA	1	2	3	4
5. Is receptive to constructive criticism	NA	1	2	3	4
6. Works cooperatively in groups	NA	1	2	3	4
7. Is a positive, contributing team member	NA	1	2	3	4
8. Seeks to resolve conflicts in a positive manner	NA	1	2	3	4

Comments: _____

Category V: Personal Qualities Related to Job Performance & Essential Functions

1. Is self-motivated and displays initiative in carrying out job responsibilities	NA	1	2	3	4
2. Performs essential functions effectively	NA	1	2	3	4
3. Completes "other assigned" job-related tasks as required	NA	1	2	3	4
4. Submits departmental/administrative documents in a timely, professional manner	NA	1	2	3	4
5. Reports to work regularly and on time	NA	1	2	3	4
6. Follows proper procedures for reporting off and traveling	NA	1	2	3	4
7. Attends required college functions (i.e., graduation, award ceremonies, in-service, etc.)	NA	1	2	3	4
8. Adheres to school policies/procedures (i.e., Final Exam schedule, advising policies, etc.)	NA	1	2	3	4
9. Actively participates on assigned committees	NA	1	2	3	4
10. Participates in professional development activities	NA	1	2	3	4
11. Reaches professional goals	NA	1	2	3	4
12. Maintains current, appropriate certifications	NA	1	2	3	4
13. Checks and responds to email, voicemail and interoffice mail in a timely manner	NA	1	2	3	4

Comments: _____

Category VI: Safety

1. Knows the location of safety devices and manuals	NA	1	2	3	4
2. Knows the basic procedures to follow in the event of emergencies (fires, chemical spills and medical emergencies)	NA	1	2	3	4
3. Has a general awareness of the types of chemicals in use and the need for special precautions	NA	1	2	3	4
4. Has attended all mandatory safety training classes in the past year	NA	1	2	3	4
5. Keeps personal areas of responsibility (must include personal work area) clean and neat, and maintains good housekeeping of these areas	NA	1	2	3	4

Comments: _____

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 TEN or more "1's"? Yes No
 Does the employee have TEN or more "2's"? Yes No
 When you combine the "1's" & "2's" together, is that number at TEN 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" and should be placed on a *Supervised Strategic Improvement Plan*. Final placement should be determined based on where the majority of 1's or 2's fell—the highest column determines the ranking. Complete the Overall Rating below.

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	Unsatisfactory		Satisfactory	3
2	Needs Improvement		Above Average	4

Professional Development & Strategic Improvement Goals

- Did the employee meet his/her professional development obligation of 100 points? Yes No
 Did the employee meet his/her professional goals? Yes No
 Did the employee score at LEVEL 3 or higher on this year's evaluation? Yes No

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.)
- _____ Since this is the first time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to place this employee on a *Supervised Improvement Plan* for the upcoming school year.
- _____ Since this is the second time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to seek an administrative remedy. (Notify Area Dean and Associate Dean.)

List employee's upcoming professional goals—no more than 6, no less than 4:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Supervisor's Comments (Required, if you rated an employee at LEVEL "1" or "2." Optional under all other conditions.):

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

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.

I agree with this evaluation.

I do not agree with this evaluation.

Employee's Signature

Today's Date

Supervisor's Signature

Today's Date

Review