

NON-INSTRUCTIONAL FACULTY INSTRUCTOR EVALUATION FORM

Faculty Member Name

Department

Rank

Division

Evaluator

Date Evaluation Completed

Faculty will be rated in each section and each sub-section on a scale of 1 – 5.

- 1 – Improvement Needed
- 2 – Satisfactory
- 3 – Strong
- 4 – Stellar
- 5 – Superb

The Faculty Overall Evaluation score will be determined by applying the score for each section to its respective percentage chosen by the Faculty, totaled and entered.

A total score of: 0.00 – 1.99 – Improvement Needed

2.00 – 2.99 - Satisfactory

3.00 – 3.99 - Strong

4.00 – 4.49 - Stellar

4.50 - Superb

1. Non-Instructional Responsibilities: 55% - 65%
Desired Percentage ____ X Evaluator's Rating Total ____ = ____
Percentages in the following area shall be determined through collaboration between the evaluator and the faculty member. No area may contain less than 10% of the total 100% of the desired percentage.
 - A. Content Expertise, not less than 20% (%) X Evaluator's Rating ____ = ____
 - B. Direct Services, not less than 20% (%) X Evaluator's Rating ____ = ____
 - C. Program Design and Management, not less than 20% (%) X Evaluator's Rating ____ = ____
 - D. Institutional Assessment, not less than 20% (%) X Evaluator's Rating ____ = ____
2. Enrollment Management: 10% - 15%
Desired Percentage ____ X Evaluator's Rating ____ = ____
3. Professional Development: 10% - 15%
Desired Percentage ____ X Evaluator's Rating ____ = ____
4. Scholarly Activity: 0% - 5%
 - a. Faculty may choose to not participate in this section. If so they may allocate the 5% to another section.
 - b. The faculty will have to choose between #4 scholarly activity and #6 Community Service, but not both.
 Desired Percentage ____ X Evaluator's Rating ____ = ____

5. Institutional Involvement: 5% - 10%
Desired Percentage ____ X Evaluator's Rating ____ = ____
6. Community service: 0% - 5%
a. Faculty may choose to not participate in this section. If so they may allocate the 5% to another section.
b. The faculty will have to choose between #4 scholarly activity and #6 Community Service, but not both.
Desired Percentage ____ X Evaluator's Rating ____ = ____
7. Professional Standards: 10%
Faculty percentage of overall evaluation is 10% in this area and may not be altered.
- Required Percentage 10% X Evaluator's Rating Total ____ = ____
- A. Compliance with work rules and regulations (40%) X Evaluator's Rating ____ = ____
- B. Adaptability (10%) X Evaluator's Rating ____ = ____
- C. Communicative Skills (20%) X Evaluator's Rating ____ = ____
- D. Interpersonal Relations (30%) X Evaluator's Rating ____ = ____

Faculty Evaluation Tabulation of Scores.

Section 1 ____

Section 2 ____

Section 3 ____

Section 4 ____

Section 5 ____

Section 6 ____

Section 7 ____

Total Evaluation Score: _____ Faculty Rating: _____

Evaluator Comments (optional):

Faculty Member Comments (optional):

Faculty Member Signature Date

Evaluator Signature Date

Dean's Signature Date

APPENDIX A-4h
NON-INSTRUCTIONAL
INSTRUCTOR

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Initials 
RDS RGH

January 31, 2013

Initials 
RDS FQT

August 16, 2013

Typos & formatting corrections