

# NON-INSTRUCTIONAL FACULTY PROFESSORIAL 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: Assistant Professor 45% - 65%
- Non-Instructional Responsibilities: Associate Professor 45% - 60%
- Non-Instructional Responsibilities: Professor 45% - 55%

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: 5% - 15%

Desired Percentage \_\_\_\_ X Evaluator's Rating \_\_\_\_ = \_\_\_\_

4. Scholarly Activity: 0% - 10%

Faculty may choose to not participate in this section. If so they may allocate no more than 5% to no less than two other sections except Section #1.

Desired Percentage \_\_\_\_ X Evaluator's Rating \_\_\_\_ = \_\_\_\_

5. Institutional Involvement: 10% - 15%  
Desired Percentage \_\_\_\_ X Evaluator's Rating \_\_\_\_ = \_\_\_\_
6. Community service: 0% - 10%  
Faculty may choose to not participate in this section. If so, they may allocate no more than 5% to no less than two other sections except Section #1.  
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 \_\_\_\_\_