

Part-Time Faculty Review Form

To provide ongoing feedback to the college for part-time faculty, department chairs and/or area deans (where relevant) will evaluate the performance of these faculty in accordance with the *Faculty Handbook* (Section 9, Duties of Department Chairs, G). The chair/dean should submit an evaluation of each part-time faculty member by completing this questionnaire. These responses should be included with annual departmental reports on October 15. Chairs are encouraged to regularly visit the classes and review the teaching evaluations of part-time faculty members to gain first-hand information pertaining to this evaluation.

Name of Person being Reviewed _____

Class(es) taught by faculty member _____

Semester and year of class(es) taught _____

Date of Review _____

For each item below, please use the following scale:

- BE = Below Expectations for a part-time faculty member
- SD = Still Developing for a part-time faculty member
- ME = Meets Expectations for a part-time faculty member
- EE = Exceeds Expectations for a part-time faculty member
- n/a = not applicable for this part-time faculty member

	Teaching: Knowledge of subject
	Teaching: Preparedness
	Teaching: Organization
	Teaching: Interaction with students
	Availability outside of classroom hours
	Acceptance of suggestions for improvement

Below, please include narrative comments about this part-time faculty member's teaching and recommendations for future hiring.