

TO: Department Chairs and School Deans
FROM: Provost Darrel Colson
RE: Reviews of part-time faculty

To provide on-going feedback to the college for part-time faculty, department chairs and school deans 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 the part-time faculty member by completing this questionnaire. These responses are due with departmental annual reports submitted in January. Chairs are encouraged to visit the classes of part-time faculty members to gather information pertaining to this evaluation.

_____ Name of part-time faculty member reviewed

_____ Class(s) taught by part-time faculty member

_____ Semester and academic year

Please use the following scale to evaluate the faculty member:

1– poor 2– fair 3– good 4– excellent

Teaching effectiveness

Knowledge of subject	1	2	3	4
Preparedness	1	2	3	4
Organization	1	2	3	4
Enthusiasm	1	2	3	4
Interaction with students	1	2	3	4
Availability outside classroom hours	1	2	3	4
Acceptance of suggestions for improvement	1	2	3	4
Overall performance	1	2	3	4

Comments and recommendations for future hiring (this must be completed):

_____ Department chair's or school dean's signature

_____ Date