

Part-Time Faculty Review Form

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

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

_____ Department chair's signature

_____ Date