

## 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.

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\_\_\_\_\_ 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