**COWLEY COLLEGE**

**INSTRUCTOR EVALUATION FORM**

**(to be completed by Dept. Chairs & CAO)**

## Instructor: Click or tap here to enter text. Date: Click or tap here to enter text.

Department: Click or tap here to enter text. Evaluator: Click or tap here to enter text.

Cowley County Community College exists to develop responsible involved lifelong learners and to contribute to the vitality of the community it serves.

**TO THE EVALUATOR:** The following form allows you to evaluate teaching. Read the entire sentence. Select the rating that best evaluates the faculty member. Use the comments area to support the rating. Additional sheets may be used to add additional comments, as needed, acknowledging special projects or activities.

**Rating Scale:**

**EP Exceeds Performance Standards**

**MP Meets Performance Standards**

**NI Needs Improvement of Performance Standards**

**UP Unacceptable Performance**

**NA Not Enough Information to Evaluate**

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| **Knowledge of Subject Matter** | **EP** | **MP** | **NI** | **UP** | **NA** |
| 1**.** Connects subject matter with related fields. |  |  |  |  |  |
| 2. Stays current in subject matter through professional development. |  |  |  |  |  |
| Comments: Click or tap here to enter text. | | | | | |

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| **Teaching Performance** | **EP** | **MP** | **NI** | **UP** | **NA** |
| 1. Plans and organizes instruction in ways that maximizes student learning. |  |  |  |  |  |
| 2. Encourages the development of professional behavior and independent thinking. |  |  |  |  |  |
| 3. Contributes to the selection and development of instructional materials. |  |  |  |  |  |
| Comments: Click or tap here to enter text. | | | | | |

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| **Evaluation of Student Learning** | **EP** | **MP** | **NI** | **UP** | **NA** |
| 1. Establishes and adheres to learning objectives as stated in course procedures. |  |  |  |  |  |
| 2. Develops evaluation methods that fairly measure student progress toward outcomes. |  |  |  |  |  |
| 3. Maintains accurate records of student progress, including grades and attendance. |  |  |  |  |  |
| 4. Provides feedback on class tests and assignments in time to be useful and meaningful. |  |  |  |  |  |
| Comments: Click or tap here to enter text. | | | | | |

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| **Participation in College, Department and Program Activities** | **EP** | **MP** | **NI** | **UP** | **NA** |
| 1. Serves actively on college, divisional and program committees. |  |  |  |  |  |
| 2. Attends meetings as required by directors, division, program and college administration. |  |  |  |  |  |
| 3. Participates in professional activities, which contribute to the educational goals of the college and its constituents. |  |  |  |  |  |
| 4. Responds to information requests and required reports from college, division, and program administrators. |  |  |  |  |  |
| 5. Supports both adjunct and full-time colleagues. |  |  |  |  |  |
| 6. Contributes to the college community. |  |  |  |  |  |
| Comments: Click or tap here to enter text. | | | | | |

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| **Contribution to the Growth and Enhancement of College Mission and Programs** | **EP** | **MP** | **NI** | **UP** | **NA** |
| 1. Maintains familiarity with college goals, mission, values and long-range plans. |  |  |  |  |  |
| 2. Contributes to the recruitment and retention of students. |  |  |  |  |  |
| 3. Adheres to professional ethics and abides by college policies and procedures. |  |  |  |  |  |
| Comments: Click or tap here to enter text. | | | | | |

Department Chair: Click or tap here to enter text. Date: Click or tap here to enter text.

CAO: Click or tap here to enter text. Date: Click or tap here to enter text.

Instructor: Click or tap here to enter text. Date: Click or tap here to enter text.

* The signature of the instructor does not signify that the instructor agrees with the comments of the observer, only that the instructor has read and reviewed this form. Typing your name on this line constitutes your eSignature. Further, the instructor has the opportunity to respond to this observation within five business days.

## Copy to Faculty Member