

**COWLEY COLLEGE
INSTRUCTOR EVALUATION FORM
(to be completed by Dept. Chairs & CAO)**

Instructor Name _____

Date _____

Department _____

Evaluator _____

Cowley County Community College exists to develop responsible involved lifelong learners and to contribute to the vitality of the community it serves. In order to accomplish our mission and to foster our over-arching guiding principle of student-centered learning, how would you evaluate your effectiveness as an instructor?

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**

Knowledge of Subject Matter

1. Demonstrates command of the subject matter.	EP	MP	NI	UP	NA
2. Connects subject matter with related fields.	EP	MP	NI	UP	NA
3. Stays current in subject matter through professional development.	EP	MP	NI	UP	NA

Comments:

Teaching Performance

1. Plans and organizes instruction in ways that maximizes student learning.	EP	MP	NI	UP	NA
2. Employs appropriate teaching and learning strategies, including appropriate technology when available.	EP	MP	NI	UP	NA
3. Encourages the development professional behavior and independent thinking.	EP	MP	NI	UP	NA
4. Contributes to the selection and development of instructional materials.	EP	MP	NI	UP	NA

Comments:

Evaluation of Student Learning

1. Establishes and adheres to learning objectives as stated in course procedures.	EP	MP	NI	UP	NA
2. Develops evaluation methods that fairly measure student progress toward outcomes.	EP	MP	NI	UP	NA
3. Maintains accurate records of student progress.	EP	MP	NI	UP	NA
4. Provides feedback on class tests and assignments in time to be useful and meaningful.	EP	MP	NI	UP	NA

Comments:

Participation in College, Department and Program Activities

1. Serves on college, divisional and program committees as assigned.	EP	MP	NI	UP	NA
2. Attends meetings as required by college administration.	EP	MP	NI	UP	NA
3. Participates in professional activities, which contribute to the educational goals of the college and its constituents.	EP	MP	NI	UP	NA
4. Responds to information requests and required reports from college, division, and program administrators.	EP	MP	NI	UP	NA
5. Supports both adjunct and full-time colleagues.	EP	MP	NI	UP	NA
6. Contributes to the college community.	EP	MP	NI	UP	NA

Comments:

Contribution to the Growth and Enhancement of College Mission and Programs

1. Maintains familiarity with college goals, mission, values and long-range plans.	EP	MP	NI	UP	NA
2. Contributes to the recruitment and retention of students.	EP	MP	NI	UP	NA
3. Adheres to professional ethics and abides by college policies and procedures.	EP	MP	NI	UP	NA

Comments:

Instructor signature: _____ Date: _____

Dept. Chair signature: _____ Date: _____

CAO signature: _____ Date: _____

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.