

## Northwest Shoals Community College Faculty Evaluation

Instructor's Name: \_\_\_\_\_  
Instructional Area: \_\_\_\_\_

Date: \_\_\_\_\_

The faculty evaluation is based on a review of instructional materials submitted to supervisor, student's evaluations, Grade Distribution Report, professional development plan and completed activities, and classroom observation by supervisor.

Please rate each of the statements below on the following scale:

1	2	3	4	5
Inadequate	Less than Adequate	Adequate	More than	Superior

1. <b>Instructional Duties:</b> The overall quality of instruction delivered by the employee.					
2. <b>Non instructional Duties:</b> The extent to which the employee accurately and thoroughly completes non-instructional job assignments.(Attach Professional Development Plan)					
3. <b>Knowledge of Work:</b> The extent to which the employee demonstrates an understanding of the overall job functions.					
4. <b>Appearance:</b> The degree to which the employee dresses appropriately and professionally.					
5. <b>Reliability:</b> The degree to which the employee is dependable, reliable and punctual.					
6. <b>Initiative:</b> The extent to which the employee exercises self-reliance and ingenuity.					
7. <b>Cooperation and Attitude:</b> The extent to which the employee demonstrates the willing ness and ability to work well with others.					
8. <b>Judgement:</b> The extent to which the employee applies sound thinking to problem situations.					
9. <b>Planning and Organization:</b> The extent to which the employee plans and organizes work activities in a logical and effective manner.					
10. <b>Communication Skills:</b> The degree of effectiveness with which the employee uses oral, written and computer communication.					
11. <b>Adaptability:</b> The extent to which the employee demonstrates an ability to respond effectively to changing and stressful situations.					
12. <b>Professional Growth:</b> The extent to which the employee pursues professional growth. (Attach Professional Development Plan)					

Overall rating: \_\_\_\_\_ (4.5 – 5) Excellent (3.5 – 4.4) Very Good (2.5 – 3.4) Good (2.4 – 1.5) Poor ( $\leq 1.4$ ) Inadequate

**Instructor's Comments/Recommendations:**

---

---

---

---

---

My signature indicates only that this evaluation has been discussed with me. It does not necessarily signify concurrence.

**Evaluator's Comments/Recommendations:**

---

---

---

---

---

Evaluator's Signature _____ Date _____
--

(Note improvements made since last evaluation. Suggestions and plans for improvement will be noted on the Employee's Professional Development Plan.)

Reviewed by: Initial

Division Chair: \_\_\_\_\_

Assistant Dean: \_\_\_\_\_

Dean of

Instruction: \_\_\_\_\_