### Basic and Comprehensive Evaluation Summary Form for All Faculty

Name of Faculty Member: ___________________________ Employee #: ___________________________
Discipline: ___________________________ Department: ___________________________ College: ___________________________
Evaluation Type:  
- Basic
- Comprehensive
Status:  
- full time regular faculty
- tenure track contract faculty
  (Select:  
  - B-1
  - B-2
  - B-3 (year:  
    - 3 or 4)
- limited (including PACE) or long term substitute
- adjunct faculty

#### A. Professional Qualities

<table>
<thead>
<tr>
<th>Professionalism</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Keeps current in discipline.</td>
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<td>2. Interacts or communicates with peers.</td>
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<td>3. Accepts constructive criticism well.</td>
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<td>4. Maintains adequate and appropriate records.</td>
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<td>5. Submits grades and/or other required information on time.</td>
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<td>6. Attends required meetings.</td>
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<td>7. Is regularly available to students.</td>
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<td>8. Fulfils professional development responsibilities.</td>
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</tbody>
</table>

Sources: (state sources of data)

Narrative assessment: (insert comments in text box or attach separate piece of paper)

#### Professional Responsibilities

<table>
<thead>
<tr>
<th>Professional Responsibilities</th>
<th>Exceeds Expectations (Evidence Provided)</th>
<th>Meets Expectations (Evidence Provided)</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. (For All Faculty) Participates in the Student Learning Outcomes Assessment Cycle (for classroom faculty, includes approved SLOs on class syllabi.)</td>
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<tr>
<td>10. (For Full Time Faculty Only) Makes appropriate contribution to the college by serving effectively on a committee, projects, special assignments, etc.</td>
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<tr>
<td>11. (For Full Time Faculty Only) Makes appropriate contributions to the discipline/department and assumes an appropriate share of faculty responsibilities</td>
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Narrative assessment: (insert comments in text box or attach separate piece of paper)

Attach appropriate form for Section B. Complete Sections C and D.
C. Overall Evaluation  ❑ Satisfactory  ❑ Needs to improve  ❑ Unsatisfactory

D. Recommendations:

Insert comments in text box or attach a separate piece of paper.

|(Select signature section below based on the type of evaluation completed)|
|---|---|---|
|Comprehensive Evaluation or Tenure Review—Peer Review Committee Signatures Required as per Article 19 and 42| |
|Print Name | Signature | Date |
|Print Name | Signature | Date |
|Print Name | Signature | Date |
|Print Name | Signature | Date |
|Basic Evaluation for full-time or adjunct faculty—Evaluator Signature (Department Chair or Designee) Required| |
|Print Name | Signature | Date |
|Evaluatee Signature Required for Basic and Comprehensive Evaluations| |
|I have received a copy of this evaluation but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Division of Human Resources regarding this evaluation will be attached to the copy, which is filed there.|
|Print Name | Signature | Date |
|If your Basic Evaluation is “less than satisfactory” you may be entitled to request a comprehensive evaluation as per Article 19.| |
B. Knowledge, Skill and Ability as a Classroom Instructor

<table>
<thead>
<tr>
<th>No.</th>
<th>Statement</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Establishes a student-instructor relationship conducive to learning</td>
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<td>2.</td>
<td>Communicates ideas clearly and effectively</td>
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<td>3.</td>
<td>Stimulates students’ interest and desire to learn</td>
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<td>4.</td>
<td>Promotes active involvement of students in learning activities</td>
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<td>5.</td>
<td>Assesses students progress regularly</td>
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<td>6.</td>
<td>Uses class time efficiently</td>
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<td>7.</td>
<td>Demonstrates sensitivity in working with students with diverse backgrounds and needs</td>
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<td>8.</td>
<td>Meets classes at appointed hour for scheduled duration</td>
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<tr>
<td>9.</td>
<td>Fulfills professional development responsibilities</td>
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<td>10.</td>
<td>Ensures that course content is current and appropriate</td>
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<td>11.</td>
<td>Teaches course content that is appropriate to the official course outline of record congruent with standards set by the discipline</td>
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<td>12.</td>
<td>Uses materials that are accurate and that are pertinent to the subject matter and course outline</td>
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<td>13.</td>
<td>Maintains an appropriate pace during each class session and over the duration of the academic term</td>
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<td>14.</td>
<td>Teaches at a level that is appropriate to the course content and outline</td>
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<td>15.</td>
<td>Has appropriate command of the subject matter to be able to respond to student needs</td>
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<td>16.</td>
<td>Evaluates student achievement according to stated course grading criteria</td>
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<td>17.</td>
<td>Provides a positive learning environment for all student populations</td>
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</tbody>
</table>

Sources: (state sources of data)

Narrative assessment: (insert comments in text box or attach separate piece of paper)