

Houston Community College System
ADJUNCT FACULTY EVALUATION

Please print or type to complete form.

Employee's Name (Last, First, Middle):	Date of Evaluation:
Social Security #:	Evaluation Period: From: _____ To: _____
College:	Department/Discipline:
Evaluator:	Title: _____ Date: _____
Reviewed By:	Title: _____ Date: _____

Instructions for Evaluator:

This evaluation must be based on data, including such documents as the SEOI, grade distribution reports, test scores on standardized or departmental exams, communications from students, examples of students' work, syllabi, course outlines, instructor-created teaching materials, supervisor/instructor conferences, classroom observation reports, and instructor-created examinations. A copy of this evaluation shall be given to Human Resources to be made a part of the instructor's permanent record.

Evaluation Checklist:

1. Prepares and uses a syllabus that meets department standards and requirements.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
2. Shows skills at getting students to participate actively in their learning.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
3. Devises evaluation instruments/techniques that are well constructed, fair, reasonable, and consistent with subject matter being taught.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
4. Uses a variety of teaching and evaluation strategies.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
5. Organizes and presents subject matter effectively and efficiently.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
6. Encourages students to think critically and analytically.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
7. Treats students with patience, courtesy, and respect.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
8. Is prepared for class, lab or shop with course content, supplies, and/or equipment.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
9. Keeps accurate student records.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement
10. Meets class as scheduled, including beginning and ending class on time.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement
11. Teaches subject matter that is consistent with course.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement

12. Keeps abreast of developments in the discipline or content area.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
13. Works cooperatively with colleges and staff.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
14. Maintains appropriate communication with supervisor.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement

Professional Development:

1. Keeps abreast of developments in the discipline or content area.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance <input type="checkbox"/> Needs Improvement <input type="checkbox"/> NA/Unable to observe
2. Participates in professional development activities.	<input type="checkbox"/> Recognized Strength <input type="checkbox"/> Professional Performance

Department Specific Items (Optional):

Evaluator’s Summary Comments:

This instrument does not prohibit, imply or guarantee future employment at HCCS.

Employee’s Signature _____ Date: _____

Evaluator’s Signature _____ Date: _____

Employee’s Comments (if any):