



Educational Leadership Department

Periodic Evaluation of Temporary Faculty

According to the policies for Full Time Temporary Faculty Annual Evaluation (CBA Articles 15.20(a) and 15.23)

Initial 3-year Entitlement Evaluation (CBA Articles 12.12, 15.20(d) and 15.28)

Subsequent 3-year Entitlement Evaluation (CBA Articles 12.13, 15.20(d) and 15.29), each full-time temporary faculty will be evaluated annually.

Department Criteria to be Used in the Evaluation	Educational Leadership Department
	<p>Full-time temporary faculty and other temporary faculty teaching at least one course will be evaluated annually through use of the departmental evaluation form.</p> <p>If more than one course is taught, peer evaluations will reflect the breadth of courses taught, if possible.</p> <p>The copy of the written evaluation will be provided to the temporary faculty member within two weeks of the classroom visit.</p> <p>The temporary faculty member will also be evaluated on his or her adherence to office hours and effective advising of students.</p> <p>The temporary faculty member is expected to comply with university policies and be on-time for classes</p>

Per CBA Article 12.15: *No later than **June 30 of each year**, the Administration shall post in each **department** a list of temporary faculty who it believes will be eligible for a three-year appointment pursuant to provision 12.12 effective with the first appointment of the next academic year. Any temporary faculty who are omitted from the list, but who believe they are eligible for a three-year appointment, shall come forward and identify themselves to the appropriate department chair within thirty (30) days of the posting. The faculty member should provide any documentation in her/his possession which will assist in verifying eligibility.*

Peer Observation of Teaching Form
OBSERVATION REPORT FOR TEMPORARY
FACULTY

Name

Position

Date(s) of Pre-Observation Conference

Date(s) of Observation Commendations:

Recommendations:

Date/Time of Post-Observation Conference

Instructor's Signature

Observer's Signature

COLLEGE OF EDUCATION AND INTEGRATIVE STUDIES
INSTRUCTIONAL OBSERVATION REPORT

This Instructional Observation Report, conducted by a tenured faculty member, is designed to provide you with objective feedback intended to increase teaching effectiveness.

Instructor _____

Date _____

Class _____

Time _____

Area of Skill/ Performance	Not Observed	Not Accepta ble	Belo w Avera ge	Average	Abo ve Avera ge	Outstanding
1. Rapport with students						
2. Self-confidence while teaching						
3. Direction-giving skills						
4. Question-asking skills						
5. Knowledge of content						
6. Content appropriate to course						
7. Lesson presentation						
8. Teaching objective apparent						
9. Implements principles of learning						
10 Utilizes diverse instructional models						
11 Addresses ethnic diversity						
12 Classroom climate						
13 Teaching style						
14 General impression						

Comments (expand on any "unacceptable" and/or "outstanding" ratings)

Pre-Observation Conference Date/Time

Post-Observation Conference Date/Time

Instructor Signature

Observer's Signature