



**CENTRAL ALABAMA COMMUNITY COLLEGE**  
**FACULTY MEMBER EVALUATION – ALL FACULTY MEMBERS**

- Non-Probationary Faculty should be completed by Division Chair
- Probationary Faculty should be completed by Associate Dean/Dean of Instruction
- Adjunct Faculty should be completed by Division Chair

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions: The evaluator should place a check in the corresponding column to indicate if the faculty member meets the standard or not. If a check is made in the “does not meet standards” column, then reasons for receiving this and suggestions for improvement should be made in the comments box.

**1. Presentation (in the classroom-evaluated by the Dean, Associate Dean or Division Chair)**

	Does Not Meet Standards (0)	Meet Standards (1)	Exceeds Standards (2)	Comments
1. Starts class promptly (is not late)				
2. Is prepared				
3. Is organized				
4. Has effective communication skills				
5. Varies teaching strategies				
6. Demonstrates sufficient knowledge of subject area				
7. Has a level of instruction that is appropriate for the level and title				
8. Expresses a genuine interest in the students				
9. Responds in an appropriate manner to student questions, comments and concerns				
10. Is creative				
11. Has enthusiasm				
12. Maintains a classroom atmosphere that is conducive to learning				

13.	Has an overall effective method of teaching				
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**II. Student Evaluations (separate evaluation sheet completed by students, results compiled here)**

Date: _____	Does Not Meet Standards (0)	Meet Standards (1)	Exceeds Standards (2)	Comments
Evaluator: _____				
14. Overall good rating				
15. Overall positive comments				

**III. Professional Service and Personal Factors (evaluated by the Dean, Associate Dean or Division Chair)**

Instructions: The evaluator should place a check in the corresponding column to indicate if the faculty member meets the standard or not. If a check is made in the “does not meet standards” column, then reasons for receiving this and suggestions for improvement should be made in the comments box.

Name of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

	Does Not Meet Standards (0)	Meet Standards (1)	Exceeds Standards (2)	Comments
16. Maintains appropriate records and grades				
17. Complies with institutional policies/rules				
18. Meets requested work schedules				
19. Serves on college committees				
20. Dresses appropriately for the job				
21. Is not offensive to others				
22. Is conscientious about the job				
23. Demonstrates initiative				
24. Works cooperatively with colleagues				

APPENDIX J

This form has been reviewed and the signature below does not imply agreement or disagreement with the evaluation.

Faculty Member being evaluated: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The signature below indicates that the form has been reviewed:

Dean/Associate Dean/Division Chair: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
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