



CENTRAL ALABAMA COMMUNITY COLLEGE

FACULTY SELF-EVALUATION and PEER OBSERVATION

Form to be completed by full time faculty member and submitted to Division Chair.

Employee Name: _____ (print) Date: _____

Instructions: The faculty member should place a check in the corresponding column to indicate if he/she meets the standard or not. If a check is made in the “does not meet standards” column, then reason(s) and suggestions for improvement should be made in the comments box.

SELF-EVALUATION of each area noted:

1. Presentation (in the classroom)

	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				

II. Student Evaluations (instructor may make comments on student evaluation scores)

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

III. Professional Service

Instructions: The faculty member should place a check in the corresponding column to indicate if he/she meets the standard or not. If a check is made in the “does not meet standards” column, then reason(s) and suggestions for improvement should be made in the comments box.

	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				

Faculty Member signature: _____ Date _____
Signature Date

Comments: _____

PEER OBSERVATION – visit a peer’s classroom and complete this form.

Faculty Member Name (print): _____

Peer Observed Name (print): _____

Class/Field of Study/Topic: _____

1. Describe your experience including one aspect that made the greatest impression:

2. Describe the classroom activities that you observed that you could implement in your classroom:

3. Describe the aspects of the classroom environment/management that you could implement (desk arrangement, visual aids, flow of traffic, method of taking attendance, etc.):

4. Describe the lecture dynamics that you could borrow to enhance your classroom (teacher enthusiasm, use of jokes, use of relevant stories, “today in the news,” “today in history” demonstrations, etc.):

