

Evaluation of Adjunct Faculty by Supervisor:

- Division Chair
- Associate Dean
- Instructional Assessment Coordinator

Instructor [REDACTED] Semester 2012-2013

Date 11/16/12

Instructions: Ratings are to be based on the Division Chair's perception of the instructor's level of performance.

- 1 Unsatisfactory
- 2 Fair
- 3 Average
- 4 Good
- 5 Excellent
- n/a Does not apply

~10 students
Textbooks

The Instructor

- yes 1. Is committed to job and institutional objectives.
- yes 2. Demonstrates continued professional growth.
- yes 3. Possesses health and stamina for effective job performance.
- 3 4. Presents an appropriate professional appearance.
- 4 5. Maintains adequate communication with appropriate supervisor(s).
- 3 6. Follows proper procedures and policies.
- 3 7. Follows proper channels and chains of commands.
- 3 8. Performs such assignments as may be assigned by appropriate supervisor(s).
- 4 9. Participates in evaluation procedures.
- 3 10. Completes records and reports accurately and according to schedule.

- 4 11. Accepts supervision, constructive criticism, and attempts to correct any deficiency.
- 3 12. Willing to adapt to different circumstances or has sound reasons for opposition.
- 3 13. Demonstrates enthusiasm for teaching.
- 4 14. Displays a courteous and helpful attitude toward students.
- 3 15. Is available at posted office hours.
- 4 16. Provides students with a course syllabus, a written grading policy, and a written class attendance policy.
- 4 17. Makes sufficient effort to support college programs.
- 4 18. Attends faculty and departmental meetings at which he/she is expected to be present.
- 3 19. Works effectively with colleagues and associates.

Student comments on Instructor have been:

N/A at this time

Comments by Supervisor:

Proactive and responds quickly to requests to resolve compliance issues.

Comments by Instructor:



Supervisor

I have seen


Instructor

Check Sheet for Class Visitation

Instructor [REDACTED] Date 11/16/12
Class BUSI -1301 Period MWF 2:08pm-2:58pm
KNDC 003 (Knappa)

- 1 Unsatisfactory
- 2 Fair
- 3 Average
- 4 Good
- 5 Excellent
- n/a No opportunity to observe


- 3 1. Class began on time.
- 4 2. Class activities indicated good planning.
- 3 3. Class lasted for entire scheduled time.
- 3 4. Students seemed interested in the presentation.
- 3 5. Students took notes.
- 3 6. Students' participation in activities was appropriate.
- 4 7. Instructor's presentation was appropriate (professional).
- 3 8. Instructor's diction was clear and distinct.
- 4 9. Instructor demonstrated self-confidence and poise.
- 4 10. The general class atmosphere reflected mutual respect and regard.

Comments:

Used a Promethean Board with presentation slides
Assigned students an assignment at the end of class - the
case study allowed students to reflect on material
covered.

The best activity I noticed was Use of technology and
Case study assignment.

I think improvement could be made in _____


I _____

Signature of Instructor
Date 5/30/13

Instructor Comments: _____


Signature of Supervisor

Professional Development Form

Recommendations Based on Supervisor's Evaluation

Name  Date 11/16/2012

List of Strengths: (Areas which are scored highest)

Technology and assignments

List of Areas in Need of Improvement: (Areas which are scored lowest)

N/A

Goal(s): (Include projected dates)

Action Plan: (If needed) N/A

Comments:

Instructor:



Instructor

Date

5/30/13



Supervisor

Date

11/16/12

Evaluation of Adjunct Faculty by Supervisor:

- Division Chair
- Associate Vice President
- Instructional Assessment Coordinator

Instructor [REDACTED] Semester Fall 2014

Date November 15, 2014

Instructions: Ratings are to be based on the Division Chair's/Supervisor's perception of the instructor's level of performance.

- 1 Unsatisfactory
- 2 Fair
- 3 Average
- 4 Good
- 5 Excellent
- n/a Does not apply

The Instructor

- 3 1. Is committed to job and institutional objectives.
- 3 2. Demonstrates continued professional growth.
- yes 3. Possesses health and stamina for effective job performance.
- yes 4. Presents an appropriate professional appearance.
- 4 5. Maintains adequate communication with appropriate supervisor(s).
- 3 6. Follows proper procedures and policies.
- 3 7. Follows proper channels and chains of commands.
- 3 8. Performs such assignments as may be assigned by appropriate supervisor(s).
- 4 9. Participates in evaluation procedures.
- 3 10. Completes records and reports accurately and according to schedule.

- 4 11. Accepts supervision, constructive criticism, and attempts to correct any deficiency.
- 3 12. Willing to adapt to different circumstances or has sound reasons for opposition.
- 4 13. Demonstrates enthusiasm for teaching.
- 4 14. Displays a courteous and helpful attitude toward students.
- N/A 15. Is available at posted office hours.
- 3 16. Provides students with a course syllabus, a written grading policy, and a written class attendance policy.
- 3 17. Makes sufficient effort to support college programs.
- 4 18. Attends faculty and departmental meetings at which he/she is expected to be present.
- 3 19. Works effectively with colleagues and associates.

Student comments on Instructor have been:

The Student Evaluation of Instruction for 2013 shows very favorable ratings. However, I am unable to find evaluations for previous years. Students could be encouraged by the Instructor to complete the Student Evaluation of Instruction when announced by the College via Portal.

Comments by Supervisor:

The directory page needs to be completed. As of 11/24/2014 SWTJC is lacking a photo to create the directory page. This should be completed by December 10, 2014.

Comments by Instructor:


Supervisor


Instructor

Check Sheet for Class Visitation

Instructor [REDACTED] Date November 3rd and 19th, 2014

Class MATH 1314 REW02 Period MWF 11:50, CCWinn High School

- 1 Unsatisfactory
- 2 Fair
- 3 Average
- 4 Good
- 5 Excellent
- n/a No opportunity to observe

- 3 1. Class began on time.
- 4 2. Class activities indicated good planning.
- 3 3. Class lasted for entire scheduled time.
- 4 4. Students seemed interested in the presentation.
- 4 5. Students took notes.
- 3 6. Students' participation in activities was appropriate.
- 4 7. Instructor's presentation was appropriate (professional).
- 3 8. Instructor's diction was clear and distinct.
- 4 9. Instructor demonstrated self-confidence and poise.
- 4 10. The general class atmosphere reflected mutual respect and regard.

Comments:

Because of space limitations my comments from both of the Class Observations are on the following page.

The best activity I noticed was _____

~~Individual work with students. Re-teaching skills.~~

I think improvement could be made in

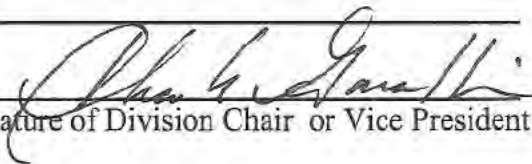
N/A



Date

12/3/14

Instructor Comments:


Signature of Division Chair or Vice President

Comments from Class Visitation/Observation

(11/3/2014: announced observation)

_____ began the lesson with clear directions/objectives and a review of the previous lesson (polynomial functions). The students then worked individually on problems. For this portion of the lesson _____ used the Promethean Board. Several students' gave responses that demonstrated prior learning. The lesson included academic vocabulary (factoring, functions, constants, intercepts, max/min values). In all activities _____ skillfully facilitated the students' problem working skills. During the problem working portion of the lesson _____ modeled various problem solving methods and asked students to "show their work" thereby helping students produce authentic artifacts. This was an excellent way to organize the lesson thereby focusing on the desired student artifact production. Good job overall. The content and academic rigor was consistent with Division and College expectations.

(11/19/2014: unannounced observation)

The expected outcomes for the week were written on one of the classroom boards. The students worked on reviewing the properties of logarithms and worked on problems from Chapter 12 (page 431). _____ provided positive support and direction in the proper problem solving methods. The students demonstrated appropriate use of calculators. _____ clarified several topics (exponential logarithms and radical exponents) then administered a unit exam. _____ demonstrated sound exam administration procedures and the students clearly indicated a familiarity with the same procedures.

Professional Development Form

Recommendations Based on Supervisor's Evaluation

Name [REDACTED] Date November 24th, 2014

List of Strengths: (Areas which are scored highest)

- Individual work with students.
- Re-teaching of math problem solving skills.

List of Areas in Need of Improvement: (Areas which are scored lowest)

- A photo suitable for the directory page needs to be submitted to me by December 10, 2014.

Goal(s): (Include projected dates)

N/A

Action Plan: (If needed)

N/A

Comments:

Instructor:

[REDACTED]

Date

12/3/14


Supervisor

Date

12/1/2014

- 4 11. Accepts supervision, constructive criticism, and attempts to correct any deficiency.
- 3 12. Willing to adapt to different circumstances or has sound reasons for opposition.
- 3 13. Demonstrates enthusiasm for teaching.
- 4 14. Displays a courteous and helpful attitude toward students.
- N/A 15. Is available at posted office hours.
- 3 16. Provides students with a course syllabus, a written grading policy, and a written class attendance policy. ???
6 2 6
- 3 17. Makes sufficient effort to support college programs.
- 3 18. Attends faculty and departmental meetings at which he/she is expected to be present.
- 4 19. Works effectively with colleagues and associates.


Student comments on Instructor have been:

Positive overall (citing 2013)

Comments by Supervisor:

— N/A —

Comments by Instructor:


Supervisor

I have seen this report.


Instructor

Check Sheet for Class Visitation

Instructor



Date

4/8/2014

Class

HIST 1302

Period

MWF 1:30pm- 2:20pm

- 1 Unsatisfactory
- 2 Fair
- 3 Average
- 4 Good
- 5 Excellent
- n/a No opportunity to observe

~ 15 students
textbooks?

3
4
3
3
3
3
4
4
3
3

1. Class began on time.
2. Class activities indicated good planning.
3. Class lasted for entire scheduled time.
4. Students seemed interested in the presentation.
5. Students took notes.
6. Students' participation in activities was appropriate.
7. Instructor's presentation was appropriate (professional).
8. Instructor's diction was clear and distinct.
9. Instructor demonstrated self-confidence and poise.
10. The general class atmosphere reflected mutual respect and regard.

Comments:



opened the lesson by displaying photos from the 1960s/Civil Rights movement. The use of the outline provided good structure for the students and facilitated note-taking. Good use of structure and primary documents. The approach helps students master content as well as certain skills (organization, synthesis) within the framework of differentiated instruction.

The larger theme of the Coldwar as a catalyst of the events of the 1960s could have been included to emphasize critical thinking. Good job overall.


ADOPTED: June 09

Revised May 2010

The best activity I noticed was the use of an outline
to help students with taking notes

I think improvement could be made in W/A

I have seen this report:


Signature of Instructor

5-20-14
Date

Instructor Comments: _____


Signature of Supervisor

Professional Development Form

Recommendations Based on Supervisor's Evaluation

Name [REDACTED] Date 4/15/2014

List of Strengths: (Areas which are scored highest)

Differentiated Instruction.

List of Areas in Need of Improvement: (Areas which are scored lowest)

N/A

Goal(s): (Include projected dates)

Action Plan: (If needed)

Comments:

Instructor:

Supervisor:

[REDACTED]
Instructor
5-20-14
Date

Chah Ananthi
Supervisor
4/10/2014
Date