DEPARTMENT CHAIR FACULTY EVALUATION
(FORM FE 3)

1. ***The main purpose of this form is to improve instructional performance.***
2. **This form is to be completed every 3 years unless faculty and/or Department Chair requests more frequently.**
3. **One copy of this form goes to Department Chair and one copy goes to faculty member.**

Instructor: _____ Department: Select Your Department
Course No. _____ Section: _____ Course Title: _____
Evaluator: _____ Date: Aug 23, 2004 Time: 11:20 am

Scale: 3 = Exceeds Standards 2 = Meets Standards 1 = Needs Improvement

A. Classroom Instruction

1. Organization (prepared, logical, clear goals).....	3 ◉	2 ○	1 ○
2. Presentation (communication, techniques)	3 ◉	2 ○	1 ○
3. Instructor/Student Rapport (listens, encourages, mutual respect)...	3 ◉	2 ○	1 ○
4. Credibility and Control (confident, competent, open to ideas).....	3 ◉	2 ○	1 ○
5. Content (up-to-date, relevant to course objectives, related to other ideas/materials).....	3 ◉	2 ○	1 ○
6. Interaction/Active Learning (encourages student involvement, discussion, ideas).....	3 ◉	2 ○	1 ○

B. Testing (faculty member should submit one or more tests)

1. Content (related to course objectives).....	3 ◉	2 ○	1 ○
2. Consistency (language consistent with presentation & materials)...	3 ◉	2 ○	1 ○
3. Effectiveness (used to evaluate effectiveness of instruction).....	3 ◉	2 ○	1 ○
4. Writing Component (writing opportunities are provided).....	3 ◉	2 ○	1 ○

C. Professionalism

1. Institutional Contributions (contributes to development of departmental and institutional goals).....	3 ◉	2 ○	1 ○
2. Organization (punctuality, recordkeeping, completion of projects)...	3 ◉	2 ○	1 ○
3. Administrative Support (turns in departmental and institutional forms as directed and on time).....	3 ◉	2 ○	1 ○

39 **SCORE** +1 = 40 **TOTAL SCORE**

D. Briefly state how the instructor meets the standards for classroom instructional performance. (use back if necessary)

E. Briefly state how the instructor meets the standards of professional development/performance. (use back if necessary)

F. Describe any area of performance recommended for improvement. (use back if necessary)

Evaluator's Signature **Date** **Instructor's Signature** **Date**