## 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: Apr 19, 2005 Time: 1:10 pm

**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 ○ |

_____ +1 = _____
**SCORE** **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**