**TENNESSEE STATE UNIVERSITY**

**College of Liberal Arts**

**PART-TIME FACULTY EVALUATION FORM**

**Department Head's Evaluation**

**Faculty Member: Date:**

**Department:**

**Department Head:**

**Evaluate the performance of the named faculty member by assigning a rating (between 00 and 100) to each of the following statements. Descriptions of the ratings are below:**

**90-100 Excellent**

**80-89 Above Average**

**70-79 Average**

**60-69 Needs Improvement (Requires a written self-improvement report to the Head and the Dean within 30 days.)**

**0-59 Unacceptable**

***Instruction***

**1. Presents evidence of current curricula, content, and organization through continuously improved course syllabi, bibliography, selection of text, and related instructional materials.**

**2. Follows current University, school, and department guidelines and procedures relevant to effective academic instruction.**

* **submitting grades on time**
* **following exam schedules**
* **keeping office hours**
* **meeting classes as scheduled**
* **meeting report deadlines**

**3. Provides correct student advisement relative to the course.**

**4. Exhibits appropriate interpersonal skills in dealing with colleagues, students, and administrators.**

**5. Exhibits proficiency in oral and written communication skills.**

**6. Demonstrates a continued interest in inquiry and teaching through professional self-development.**

* **attendance at professional meetings and workshops in academic discipline**
* **enrollment in courses and reads the latest journals and books**
* **holds membership in professional societies in academic discipline**

**7. Demonstrates involvement in improving student academic outcomes.**

0.0

**Average Rating for Instruction**

**Comments by Department Head:**

**Faculty Comments:**

**Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**