



EDUCATION BUILT FOR LIFE

Faculty Summative Evaluation Form for Lecturers

Name:

Department:

Department or Program:

Teaching Year at UIU:

Total Years Teaching Experience in Higher Ed:

Status: ☐ Annual Contract

☐ Extended Contract

Next Evaluation Due Date

Directions: The evaluator uses the faculty member's self-evaluation (due January 15th) and Supervisor/Peer Review of Faculty form (completed throughout the academic year) to complete this summative evaluation form on a mutually agreeable schedule between the CAO or designee that allows any developmental feedback to be implemented in the remainder of the contract period). See *Faculty Handbook* section Faculty Evaluation for more information.

Using the evaluative ratings described below, rate the faculty member on each of the evaluative criteria. Evaluator comments should include justifications for the ratings.

Exceeds Expectations – faculty member consistently exceeds the institution's standards of professional performance

Meets Expectations – faculty member consistently meets the institution's standards of professional performance

Needs Improvement – faculty member is deficient in an area, but evidence suggests that satisfactory performance is possible with appropriate professional development and/or coaching

Unsatisfactory – a written remediation plan will need to be developed

List courses faculty member has taught during the recent academic year. **Put a check next to any course observed by the evaluator.**

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Check the materials used to complete this summative evaluation.

- ☐ Faculty Annual Self-Evaluation
- ☐ Peer review of teaching by the CAO or designee guided by the Supervisor/Peer Review of Faculty form
- ☐ Peer review of teaching completed by other faculty members guided by the Supervisor/Peer Review of Faculty form
- ☐ Student Opinion of Instructor and Course surveys
- ☐ Course Syllabi
- ☐ Course Materials (handouts, lecture notes, exams, lesson plans, etc.)
- ☐ LMS Material
- ☐ Other:

Teaching Effectiveness

CONTENT EXPERTISE:

- Demonstrates command of subject matter
- Exhibits knowledge about recent trends, findings or principles within discipline
- Uses relevant examples or demonstrations
- Links content to other areas within the field of expertise, to other fields or workplace environments
- Possesses appropriate licensure or certifications when applicable
- Other:

Evaluator Comments:

Faculty Comments:

INSTRUCTIONAL DELIVERY SKILLS:

- Demonstrates interest and enthusiasm in the subject and the student learning process
- Demonstrates effective communication skills: writing, speaking and listening
- Elicits student participation
- Provides feedback pertaining to assignments and tests in a timely fashion
- Other:

Evaluator Comments:

Faculty Comments:

INSTRUCTIONAL DESIGN SKILLS:

- Implements clear and accurate course syllabi, assignments and handouts
- Implements effective instructional strategies based on course content and discipline
- Incorporates appropriate technology
- Utilizes research and trends in pedagogy to improve student learning
- Assesses student learning and uses the results to implement teaching strategies that improve student learning
- Other:

Evaluator Comments:

Faculty Comments:

COURSE MANAGEMENT:

- Actively engaged in course management
- Processes course related forms such as grade records, incomplete grade forms, finals grades, etc. in a timely fashion
- Effectively utilizes the LMS
- Completes general education rubrics when applicable
- Adheres to instructional time guidelines (Credit Hours Policy)
- Adheres to current syllabus template requirements
- Other:

Evaluator Comments:

Faculty Comments:

Professional Development

PROFESSIONAL DEVELOPMENT:

Professional development may be demonstrated in many ways, including but not limited to:

- Grant involvement
- Professional practice or certification(s)
- Invited workshop participant (participation in invited workshops that contribute to keeping current with requirements, knowledge, or trends; improved student learning, or contribute to program development or curriculum revision)

▪ Active conference participant (Attendance at local, state, regional, national, or international conferences that contribute to keeping current with requirements, knowledge, or trends; improved student learning, or contribute to program development or curriculum revision) ▪ Active webinar participant (Attendance at webinars that contribute to keeping current with requirements, knowledge, or trends; improved student learning, or contribute to program development or curriculum revision) ▪ Other:
Evaluator Comments:
Faculty Comments:

Upon completion of the above evaluation, the CAO or the CAO and designee should meet with the faculty member to discuss the evaluation.

Strengths Evaluator Comments: Faculty Comments:
Recommendations and/or Plan for Improvement Evaluator Comments: Faculty Comments:

Faculty and CAO Joint Meeting Comments:

Evaluator Comments:

Recommended Reappointment: ☐ Yes ☐ No ☐ Not Applicable

Evaluator Signature

Date

CAO Signature, if not evaluator

Date

Faculty Member Signature

Date

Faculty Comments