



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 15<sup>th</sup>) 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)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ 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)</li> <li>▪ 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)</li> <li>▪ Other:</li> </ul> |
| 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.

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|------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Strengths</b></p> <p>Evaluator Comments:</p><br><br><br><br><p>Faculty Comments:</p>                                   |
| <p><b>Recommendations and/or Plan for Improvement</b></p> <p>Evaluator Comments:</p><br><br><br><br><p>Faculty Comments:</p> |

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