



PART‐TIME FACULTY EVALUATION FORM

**Middle Georgia State University**

**Part‐Time Faculty Evaluation Form**

The Part Time Faculty Evaluation is to be completed on each part time faculty member at least once per academic year (inclusive of summer, fall and spring semesters). The evaluation will be based upon “Student Evaluations of Faculty” reports completed each semester, the chair or dean’s observation and assessment, and, any other documentation as deemed pertinent. Remediation plans determined through joint faculty and supervisor discussions should be included on the annual evaluation. A copy is maintained in each Schools personnel files.

Directions:

1. Immediate supervisor documents efforts and contributions by checking the appropriate level of performance for each item on this instrument.

2. Present the ratings to the instructor in a face‐to‐face meeting as is protocol for full‐time faculty.

3. Sign and date the evaluation form.

4. Give one copy to the instructor and keep one for the Academic Unit file.

**Part Time Instructor**  **Course(s) Taught**

**Evaluation Period**

Satisfactory = 3 Needs improvement = 2 Unsatisfactory = 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Adheres to University policies and procedures. | **1** | **2** | **3** | **N/A** |
| 2. Fulfills the role of faculty member in the classroom setting. | **1** | **2** | **3** | **N/A** |
| 3. Exhibits professional conduct with peers, administrators and students. | **1** | **2** | **3** | **N/A** |
| 4. Meets course objectives for classroom experiences. | **1** | **2** | **3** | **N/A** |



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. Participates in required meetings. | **1** | **2** | **3** | **N/A** |
| 6. Available to students and colleagues. | **1** | **2** | **3** | **N/A** |
| 7. Punctual in meeting deadlines for assignments and when engaging with students. | **1** | **2** | **3** | **N/A** |
| 8. Uses innovative teaching strategies in the classroom. | **1** | **2** | **3** | **N/A** |
| 9. Works independently or with minimal support. | **1** | **2** | **3** | **N/A** |
| 10. Submits reports, evaluations, promptly and accurately and by designated date. | **1** | **2** | **3** | **N/A** |
| 11. Keeps the Dean or Department Chair informed of student or course issues. | **1** | **2** | **3** | **N/A** |
| 12. Student evaluations consistently positive. | **1** | **2** | **3** | **N/A** |
| 13. Demonstrates continuing professional development. | **1** | **2** | **3** | **N/A** |

**Comments** Please provide the part‐time faculty member with positive and constructive feedback. All areas checked needs improvement or unsatisfactory must be addressed in writing):

Date of Evaluation Conference:

Evaluator Signature Date Instructor Signature Date