

**APPENDIX A: Full-Time Teaching Faculty Evaluation Worksheet**

Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dept./Program: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Tenured:  Y  N

**INSTRUCTIONS:**

On the scales provided below, ranging from Unacceptable to Exceptional, indicate a rating for each Standard. All ratings must be justified. The rating levels for the extremities are Unacceptable (U) and Exceptional (E).

**STANDARD 1: Syllabus Development & Presentation:**

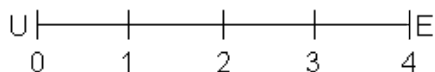
Faculty members do not need to fulfill all of the listed examples to be considered exceptional.

Examples of exceptional performance might include:

- a. Syllabus has all the applicable elements as indicated in CSN Syllabus Policy.
- b. Syllabus learning outcomes meet program accreditation needs, if applicable.
- c. Syllabus has a clear description of grading.
- d. Syllabus is clear, organized, relevant, easy to read, and free of grammatical errors & typos.
- e. Syllabus is consistent in appearance (font size, face, style, etc.).
- f. Faculty assesses student understanding of course policies, procedures and syllabus.
- g. Faculty makes syllabus and all relevant policies available in electronic format within the first week of classes.
- h. Faculty holds a question/answer session during the first week devoted to addressing all student's questions and concerns in relation to policies and procedures.
- i. Faculty creates and uses an online forum to address concerns/questions about policies and procedures with students.
- j. Other, as agreed upon by the department/program: \_\_\_\_\_
- k. Other, as agreed upon by the department/program: \_\_\_\_\_
- l. Other, as agreed upon by the department/program: \_\_\_\_\_

Faculty Member's Justification:

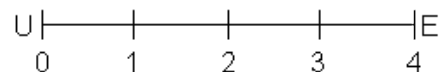

Faculty Member's Self-Rating:



0.0 (Unsatisfactory) - 4.0 (Excellent)

Evaluator's Justification:


Evaluator's Rating:



0.0 (Unsatisfactory) - 4.0 (Excellent)













**STANDARD 8: Professional Development and/or Service:**

**Secondary Responsibilities:**

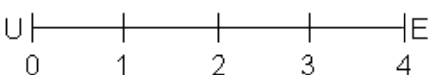
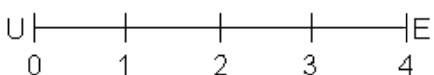
As per the CSN Workload Policy, faculty members are expected to perform an average of at least five hours per week professional development and/or service.

Suggested Professional Development Activities:

- a. Participate in a training session, conference and/or workshop.
- b. Update/maintain academic preparations/licensure through approved independent study, coursework, and/or involvement in discipline-related groups and organizations.
- c. Conduct discipline-related research; publish professional materials; and/or write/participate in a grant.
- d. Produce and/or present creative work, or contribute to public awareness and education on discipline related topics.

Suggested Service Activities:

- a. Actively serve as a member of the Faculty Senate and/or actively participate in an All-College, Senate, School or Department Committee.
- b. Actively serve as Faculty Senate Chair, Secretary, Department Chair, Program Director, Department Assistant Chair, Course Coordinator, Lead Faculty, Parliamentarian, Webmaster, Mentor or other official position of stature within the College, School, Program and/or Department.
- c. Actively support student organizations.
- d. Work with the Clark County School District (CCSD) in student advisement, recruiting, NSHE/CSN-related issues, and/or develop significant community contacts that help promote a program or advance college goals.
- e. Actively participate in community volunteer work, and/or serve on community advisory, government, college/university, professional organization/society, or school boards.

Faculty Member's Justification:	Evaluator's Justification:
Faculty Member's Self-Rating: 	Evaluator's Rating: 

0.0 (Unsatisfactory) - 4.0 (Excellent)

0.0 (Unsatisfactory) - 4.0 (Excellent)





**APPENDIX B: Full-Time Teaching Faculty Final Evaluation Summary**

Faculty Member: _____ Evaluation Period: _____ Evaluator: _____	Self-Rating	Evaluator Rating	Class Observation	Average
<b>Rating Source:</b>				
Standard 1: Syllabus Development and Presentation				
Standard 2: Course Materials and Curricula Development				
Standard 3: Content Presentation				
Standard 4: Student Engagement and Participation				
Standard 5: Evaluation of Student Performance				
Standard 6: Student Communication and Support				
Standard 7: Course Logistics, Proficiency and Professionalism				
Standard 8: Professional Development and/or Service				
<b>Overall Rating Score:</b>				

**Overall Rating Scale:** Determine the sum of all the average ratings for each Standard and compare to the following scale:

- 32.00 – 26.00: Excellent
- 25.99 – 20.00: Commendable
- 19.99 – 12.00: Satisfactory
- Less than 12: Unsatisfactory

Faculty Member **Overall Rating:**

Unsatisfactory    Satisfactory    Commendable    Excellent

Faculty Member: Check One of the Following, Sign and Date

- Agree                     
  Disagree, but Accept                     
  Disagree, Request Peer Review                     
  Disagree, Request Supervisory Review

\_\_\_\_\_  
Faculty Member Signature                      Date

\_\_\_\_\_  
Dean Signature                      Date

\_\_\_\_\_  
Evaluator Signature                      Date

\_\_\_\_\_  
VP Signature                      Date