Last Revised: 5/7/14

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 example.	nples to be considered exceptional.					
 and concerns in relation to policies and procedures. i. Faculty creates and uses an online forum to address with students. j. Other, as agreed upon by the department/program: k. Other, as agreed upon by the department/program: 	and free of grammatical errors & typos. s, style, etc.). solicies, procedures and syllabus. silable in electronic format within the first week of first week devoted to addressing all student's questions as concerns/questions about policies and procedures					
Faculty Member's Justification:	Evaluator's Justification:					
Faculty Member's Self-Rating: U	Evaluator's Rating: U					

0.0 (Unsatisfactory) - 4.0 (Excellent)

STANDARD 2: Course Materials and Curricula Development:

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

Examples of exceptional performance might include:

- a. Course materials are current and reflect knowledge of best practices in the field.
- Course materials are developed and updated so that they correspond to the catalog description and student learning outcomes.
- c. Course materials demonstrate a variety of teaching strategies.
- d. Assessment tools measure the students' attainment of the course objectives.
- e. Creates textbook and/or computerized materials for specific classes.
- f. Develops new courses as requested.
- g. Research and recommend the revision, deletion or addition of programs and courses to reflect the changes occurring within the subject area.
- h. Participate in evaluation of curricula and instruction.
- i. Participate in the evaluation of instructional takeout materials.
- j. Evaluate and recommend catalog revisions.
- k. Participate in program, department school and college accreditation activities.

l.	Other, as agreed upon by the department/program:
m.	Other, as agreed upon by the department/program:
n.	Other, as agreed upon by the department/program:

Faculty Member's Justification:	Evaluator's Justification:
Faculty Member's Self-Rating:	Evaluator's Rating:
U	U H
0 1 2 3 4	0 1 2 3 4

0.0 (Unsatisfactory) - 4.0 (Excellent)

STANDARD 3: Content Presentation:

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

Examples of exceptional performance might include:

- a. Presentation is well organized.
- b. Uses multiple techniques to present material.
- c. Uses ongoing summary and review techniques to ensure student understanding.
- d. Pacing of material is appropriate to meet course objectives.
- e. Utilizes current and up to date information and examples in instructional environment.
- f. Incorporates technology into teaching.
- g. Uses time efficiently and effectively.
- h. Presents material as identified in the course description in accordance with the learning outcomes.
- i. Effectively uses methods to project enthusiasm when interacting with students. Demonstration of good English usage and, if applicable, oral presentation skills.
- j. Other, as agreed upon by the department/program:
- k. Other, as agreed upon by the department/program:
- I. Other, as agreed upon by the department/program:

Faculty Member's Justification:	Evaluator's Justification: (Only If Classroom Observation Required)
	Course: Day/Time:
	Number of Students:
Faculty Member's Self-Rating:	Evaluator's Rating:
U 	U E 0 1 2 3 4

0.0 (Unsatisfactory) - 4.0 (Excellent)

STANDARD 4: Student Engagement and Participation:

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

Examples of exceptional performance might include:

- a. Encourages class discussions, when appropriate.
- b. Engages students with questions.
- c. Uses both individual and group projects and presentations, if appropriate.
- d. Creates an environment where students feel respected, valued and encouraged to share diverse viewpoints.
- e. Learns students' names and encourages them to learn and use one another's names.
- f. Responds appropriately to student's questions and challenges within the instructional environment.
- g. Effectively demonstrates methods to assure frequent student-faculty professional contact in and out of classes.

h. Othe	r, as agreed	upon by th	ne department/program:	
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- i. Other, as agreed upon by the department/program: ______
- j. Other, as agreed upon by the department/program:

Faculty Member's Justification:	Evaluator's Justification: (Only If Classroom Observation Required)
	Course: Day/Time:
	Number of Students:
Faculty Member's Self-Rating:	Evaluator's Rating:
U 	U

0.0 (Unsatisfactory) - 4.0 (Excellent)

STANDARD 5: Evaluation of Student Learning:

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

Examples of exceptional performance might include:

- a. Graded assessments and other course work are returned to students with feedback and in a timely fashion.
- b. Students are given suggestions for improvement.
- c. Keeps current and accurate records of student progress.
- d. Periodically provides students with feedback on their performance of the required course work.
- e. Students can always check their cumulative performance at any time during the course.
- f. Explains to students how to understand the provided information on their cumulative performance at any point in the course.
- g. Submits grades in conformity with college procedures and deadlines.

h.	Other, as agreed upon b	y the department/program:	

- i. Other, as agreed upon by the department/program: ______
- j. Other, as agreed upon by the department/program:

Faculty Member's Justification:	Evaluator's Justification:
Faculty Member's Self-Rating:	Evaluator's Rating:
U	U E 0 1 2 3 4

0.0 (Unsatisfactory) - 4.0 (Excellent)

STANDARD 6: Student Communication and Support:

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

Examples of exceptional performance might include:

- a. Announce a minimum of five office hours a week and keep them routinely.
- b. Offers students help outside of office hours.
- c. Answers phone messages and emails within time limits announced in the course syllabus.
- d. Advise students on supplemental reading or experience opportunities for further understanding of the subject area.
- e. Advise students on career alternatives and opportunities related to the subject area.
- f. Advise students on the types of services and assistance that are available to students who are failing to make satisfactory progress toward meeting the course's objectives.
- g. Advise students on additional courses that might be taken by the student in the subject area or in related subject areas.
- h. Tutor students in related courses.

i.	Other, as	agreed	upon	by the	e department/prog	gram:	
	,			,		<i></i>	

- j. Other, as agreed upon by the department/program:
- k. Other, as agreed upon by the department/program:

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

0.0 (Unsatisfactory) - 4.0 (Excellent)

STANDARD 7: Course Logistics, Proficiency and Professionalism:

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

Examples of exceptional performance might include:

- a. Within the appropriate timeframe, submits textbook and technology requests.
- b. Requests for photocopies are timely and in accordance with CSN policies/procedures.
- c. Requests for library materials are timely.
- d. Researches and reviews new books/materials, and works with publishers to upgrade books/materials.
- e. Maintains proficiency and, if necessary, required certifications in academic area.
- f. Improves course content knowledge.
- g. Invites colleagues to evaluate course materials and instruction, if appropriate.
- h. Evaluate colleagues' course materials and instruction.
- i. Attend and participate in School/Department/Program meetings.
- j. Cooperate with supervisors and the college administration to achieve the goals of the institution.
- k. Treat students, colleagues and staff with courtesy and respect.

o. Other, as agreed upon by the department/program: _____

I. Comply with all sections of the NSHE code and policies concerning Professional Conduct applicable to faculty.

m.	Other, as agreed upon by the department/program: _	
n.	Other, as agreed upon by the department/program: _	

Faculty Member's Justification:	Evaluator's Justification:
Faculty Member's Self-Rating:	Evaluator's Rating:
U 	U
0 1 2 3 4	0 1 2 3 4

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:
U 	U

0.0 (Unsatisfactory) - 4.0 (Excellent)

Growth Plan (To be completed by the faculty member.): In relation to the provided justifications and ratings, and the information gleaned from the meeting with the evaluator, develop a Professional Growth Plan indicating how you intend to improve your performance in subsequent evaluation period.

APPENDIX B: Full-Time Teaching Faculty Final Evaluation Summary

	Faculty Member:				_			Ē		
	Evaluation Period:				_		ıting	⁄atio	ı	
	Evaluator:					ing	Evaluator Rating	Class Observation	4)	
					-	Self-Rating	aluato	ss O	Average	
				Rating So	urce:	Sel	Eva	Cla	Ave	
	Standard 1: Syllabus Develo	opment ar	d Pres					\times		
	Standard 2: Course Materia	ls and Cu	ricula	Development				\supset		
	Standard 3: Content Presen	tation					\times			
	Standard 4: Student Engage	ement and	Partic	ipation			\times			
	Standard 5: Evaluation of S	tudent Pei	forma	nce				\times		
	Standard 6: Student Commi	unication a	and Su	pport				\supset		
	Standard 7: Course Logistics, Proficiency and Professionalism				sm			\times		
	Standard 8: Professional De	evelopmer	nt and/	or Service				\times		
					Ov	erall R	ating S	core:		
32 25 19	e following scale: .00 – 26.00: Excellent .99 – 20.00: Commendable .99 – 12.00: Satisfactory ss than 12: Unsatisfactory			ulty Member Ove atisfactory Sa	erall Ra		Comme	ndable	Exc	cellent
Faculty	Member: Check One of the Fo	ollowing, S	Sign ar	nd Date						
☐ Agı	ee ☐ Disagree, but	Accept		Disagree, Request Peer	Review	,	Disag Reque		ervisor	y Reviev
Faculty	Member Signature	Date		Dean S	ignatur	e			Date	 Э
Evaluat	or Signature	 Date		VP Sigr	nature				 Date	 e