

SAIC Part-time Faculty Evaluation Form	
Faculty:	<input type="checkbox"/> Instructor <input type="checkbox"/> Adjunct Assistant Professor <input type="checkbox"/> Adjunct Associate Professor <input type="checkbox"/> Adjunct Full Professor
Teaching at SAIC since:	
Department in which this evaluation is conducted:	Other departments faculty taught in during the same evaluation period:
Name (s) of Course(s) taught in this department:	Number of courses taught in other departments: Please list other responsibilities:
Evaluator	Title
Date	
Evaluation Period	
<p>Evaluations have been designed to improve the continuity and quality of information flow between faculty and departments, to provide opportunities to respond to student evaluations, and to serve as a record of a faculty member's involvement in the culture of the SAIC.</p> <p>Guidelines:</p> <ol style="list-style-type: none"> 1. Instructors will be evaluated annually, Adjunct Assistant Professors every 2 years, Adjunct Associate Professors every 3 years, Adjunct Full Professors every four years. 2. Evaluations are to be conducted in the fall/spring semester after a faculty member has completed at least one year of teaching. Evaluations will be conducted by department/program chairs or by other designated full-time faculty members. Faculty will be reviewed in the department(s) and/or program(s) that host(s) courses taught. 3. Faculty are to be informed about upcoming evaluations by the end of the spring semester preceding the evaluation. A copy of the evaluation form should be sent at that time. 4. Evaluators and faculty are required to read student evaluations in advance of the evaluation interview, to assure that interviews can be completed in 15-20 minutes. Departments are responsible for making arrangements to review evaluations. 5. Completed evaluations will be filed in the Dean's office (with the Faculty Services Coordinator, Room 819 Sharp; 899.5154). They may be accessed by department chairs, program directors, promotion committees and by the deans and division chairs. DUE MAY 15. 6. Optional classroom visits may be initiated by both faculty and evaluators. Classroom visits, if desired, are to be scheduled in a timely manner. 	

Evaluation for:

Evaluated by:

Date:

STUDENT EVALUATIONS (required section)

To be supplied by evaluator: Please assess the faculty member's teaching effectiveness based on the student evaluations for the above course(s).

RESEARCH AND TEACHING (required section):

To be supplied by evaluator: Please assess the faculty member's teaching and professional practice in relation to anticipated departmental directions.

Signature Evaluator:

Signature Faculty:

Evaluation for:

Evaluated by:

Date:

STUDENT EVALUATIONS (required section)

To be supplied by **faculty**: Please assess your own teaching effectiveness in relation to the student evaluations for the above course(s).

RESEARCH AND TEACHING (required section)

To be supplied by **faculty**: Please briefly describe your current professional practice. Please attach an updated resume that includes your teaching history. This evaluation form will not be accepted without a current resume.

To be supplied by **faculty**: Which types of courses would you like to teach in the future?

Signature Faculty:

Signature Evaluator:

Evaluation for:

Evaluated by:

Date:

CLASSROOM VISIT (optional section)

Course:

To be supplied by **evaluator**: please assess the faculty member's teaching effectiveness.

To be supplied by **faculty**: please assess your teaching effectiveness.

Signature Faculty:

Signature Evaluator: