****

**APPENDIX VB**

**EVALUATION OF FACULTY MEMBER’S DEPARTMENTAL RESPONSIBILITIES FORM**

|  |  |
| --- | --- |
| Date: |  *Date* |
| Name of Faculty Member Evaluated: |  *Faculty Name* |
| Academic School: |  *Enter text here* |
| Department: |  *Enter text here* |

**SCALE:**

(5) Outstanding; (4) Very Good; (3) Good; (2) Satisfactory; (1) Satisfactory with reservations;

(0) Unsatisfactory; (N/A) Unable to observe.

|  |
| --- |
| **I. TEACHING EFFECTIVENESS** |

|  |  |
| --- | --- |
| Consensus of Teaching Evaluation | Scale |

|  |
| --- |
| Supporting Comments: |
| *Enter text here* |

|  |  |
| --- | --- |
| **II. ATTENDANCE** | **Quality of Participation** |
| Classes | Scale |
| Department Meetings | Scale |
| Faculty Meetings | Scale |
| Department Committee Meetings | Scale |

|  |
| --- |
| Supporting Comments (*must be included*): |
| *Enter text here* |

|  |  |
| --- | --- |
| **III. DEPARTMENT** | **Quality of Participation** |
| Cooperation with projects | Scale |
| Rapport with faculty and students | Scale |
| Submission of outlines | Scale |
| Availability for advisement | Scale |
| Seemed to know when students didn’t grasp material | Scale |
|  -Contacts advisees | Scale |
|  -Available for programming | Scale |

|  |
| --- |
| Supporting Comments: |
| *Enter text here* |

|  |
| --- |
| **IV. OPTIONAL** |
| Student Activities Participation | Scale |
| Committee Participation | Scale |
|  -College | Scale |
|  -Department | Scale |

|  |
| --- |
| Supporting Comments: |
| *Enter text here* |

|  |
| --- |
| Other Pertinent Comments: |
| *Enter text here* |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Evaluator: |  *Signature* | Date: |  *Date* |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Faculty Member: |  *Signature* | Date: |  *Date* |