Probationary Evaluation

**Employee Name:**

**Evaluator Name:**

**Date of Evaluation:**

Please complete the following evaluation for the probationary faculty member. There are five components to this evaluation process. The first component involves providing feedback about a classroom visit that you will make to the faculty member’s classroom. The second aspect involves providing feedback relating to the faculty member’s team based skills based on your observations and interactions with the faculty member in a team based environment. Two other components involve the Dean reviewing student and self-evaluation feedback previously collected. The final aspect is completion of a development plan based on information from the previous four sources.

**Please read each of the statements carefully and select the appropriate response according to the scale provided. If the statement is not applicable, please select N/A.**

**Classroom Observation**

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| The professor | **Met** | **Needs Some Improvement** | **Needs Significant Improvement** | **N/A** |
| 1. The professor treated students with respect | [ ] | [ ] | [ ] | [ ] |
| 2. The professor demonstrated an interest in the course material | [ ] | [ ] | [ ] | [ ] |
| 3. The professor provided useful feedback | [ ] | [ ] | [ ] | [ ] |
| 4. The professor communicated ideas clearly and effectively | [ ] | [ ] | [ ] | [ ] |
| 5. The professor used a variety of effective teaching techniques  (e.g. seminars, group projects, case studies, dialogue etc.) | [ ] | [ ] | [ ] | [ ] |
| 6. The professor encouraged active student involvement in the learning  process | [ ] | [ ] | [ ] | [ ] |
|  | **Met** | **Needs Some Improvement** | **Needs Significant Improvement** | N/A |
| 7. The professor was organized and well-prepared for class | [ ] | [ ] | [ ] | [ ] |
| 8. The professor demonstrated current knowledge of the subject | [ ] | [ ] | [ ] | [ ] |
| 9. The professor made effective use of class time | [ ] | [ ] | [ ] | [ ] |
| 10. The professor was responsive to the learning needs of the class/group | [ ] | [ ] | [ ] | [ ] |
| 11. The professor managed classroom disruptions effectively | [ ] | [ ] | [ ] | [ ] |
| **The Learning Experience** | **Met** | **Needs Some Improvement** | **Needs Significant Improvement** | **N/A** |
| 12. The learning experience was well structured to help students learn | [ ] | [ ] | [ ] | [ ] |
| 13. The assigned learning resources (texts , papers , journals, online reading  etc.) were relevant to the learning experience | [ ] | [ ] | [ ] | [ ] |
| 14. The learning experience was intellectually challenging | [ ] | [ ] | [ ] | [ ] |
| 15 The technology was working during the learning experience | [ ] | [ ] | [ ] | [ ] |

16. What were the 2-3 best aspects of the learning experience observed in terms of student learning (please be specific)?

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17. What are 2-3 practical changes you might make to improve the learning experience (please be specific)?

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**Team- Based Observation**

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| Team Based | **Met** | **Needs Some Improvement** | **Needs Significant Improvement** | **N/A** |
| 1. The professor encourages others to express their ideas and opinions | [ ] | [ ] | [ ] | [ ] |
| 2. The professor presents ideas in a clear and concise fashion | [ ] | [ ] | [ ] | [ ] |
| 3. The professor moves ideas to plans and action | [ ] | [ ] | [ ] | [ ] |
| 4. The professor perseveres through barriers to get things done | [ ] | [ ] | [ ] | [ ] |
| 5. The professor fulfills commitments and obligations to others | [ ] | [ ] | [ ] | [ ] |
| 6. The professor conveys an open-minded approach to new ideas | [ ] | [ ] | [ ] | [ ] |
| 7. The professor accepts constructive criticism from team members | [ ] | [ ] | [ ] | [ ] |
| 8. The professor acts on constructive criticism from team members | [ ] | [ ] | [ ] | [ ] |
| 9. The professor explores ways to assist team members | [ ] | [ ] | [ ] | [ ] |
| 10. The professor offers well thought-out ideas to solve problems | [ ] | [ ] | [ ] | [ ] |
|  | **Met** | **Needs Some Improvement** | **Needs Significant Improvement** | **N/A** |
| 11. The professor contributes creative ideas to the team | [ ] | [ ] | [ ] | [ ] |
| 12. The professor offers constructive criticism to the team | [ ] | [ ] | [ ] | [ ] |
| 13. The professor shares resources freely with the team | [ ] | [ ] | [ ] | [ ] |
| 14. The professor displays flexibility in meeting the needs of the team | [ ] | [ ] | [ ] | [ ] |
| 15. The professor expands team involvement to include college wide  activities | [ ] | [ ] | [ ] | [ ] |

16. What are 2-3 strengths that contribute to the faculty member’s effectiveness as a team member?

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17. What are 2-3 developmental opportunities to strengthen the faculty member’s effectiveness as a team member?

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| **Signatures**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Evaluator | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date |