

## Instructional Faculty Evaluation Form

**Name of Instructor:**

**Courses Taught:**

**Evaluation Prepared By:**

**Date of Evaluation:**

The dean's designee is responsible for collecting evaluation information such as student course evaluations, Student Information System data, and Learning Management System data to provide a comprehensive and thorough evaluation to assure that instructional faculty members are meeting the standards and expectations of an instructional faculty member at Excelsior College.

The evaluation of instructional faculty will be based largely upon the roles and responsibilities of instructional faculty as outlined in Section II of the *Faculty Handbook*. Each school may also implement additional evaluation processes at the discretion of the dean.

The dean's designee and the instructor will use the following form for the evaluation. This form will be used for faculty who teach online, CD-ROM, and face-to-face courses.

### Instructional Faculty Evaluation Form

To be completed by the supervisor of the instructional faculty member.

**1. The instructional faculty member demonstrated expertise with course content and course materials.**

☐ Exceeds Expectations (3)

☐ Meets Expectations (2)

☐ Needs Improvement (1)

☐ N/A

Comments:

**2. The faculty member's weekly participation in the discussion board met the stipulated frequency.**

- ☐ Exceeds Expectations (3)      ☐ Meets Expectations (2)      ☐ Needs Improvement (1)  
☐ N/A

Comments:

**3. The faculty member provided frequent substantive and constructive feedback during discussion board activities.**

- ☐ Exceeds Expectations (3)      ☐ Meets Expectations (2)      ☐ Needs Improvement (1)  
☐ N/A

Comments:

**4. The instructional faculty member provided timely and constructive feedback on all graded assignments.**

- ☐ Exceeds Expectations (3)      ☐ Meets Expectations (2)      ☐ Needs Improvement (1)  
☐ N/A

Comments:

**5. If the instructional faculty member encountered any student issues (such as: plagiarism, excessive absences, extensions, and/or complaints) she/he responded appropriately, while adhering to the Excelsior College policies and procedures.**

- ☐ Exceeds Expectations (3)      ☐ Meets Expectations (2)      ☐ Needs Improvement (1)  
☐ N/A

Comments:

Comments

Comments