

Program Coordinator's Core Faculty Evaluation Form

Core Faculty Member Name _____

Department/Division _____

Evaluator _____

Date _____

*Performance appraisal will be done in the Spring, and the evaluation period will be the previous calendar year, January through December. **Anything other than a 3 must be explained in the comments section.***

Faculty members should be evaluated according to the following rubric by marking the appropriate box.

- 4 Exceeded UNM–LA expectations
Faculty member performed job requirements and demonstrated University Values with exceptional skill and knowledge. Faculty member clearly and consistently exceeded expectations in most areas of the job. Faculty member demonstrates exceptional creativity, enthusiasm, and flexibility.

- 3 Met UNM–LA standards of effective teaching
Faculty member consistently met job requirements and demonstrated University Values. Faculty work was fully effective, reliable, and of good quality.

- 2 Needs improvement
Faculty member did not consistently perform all requirements or demonstrate all University Values. Some improvement needed.

- 1 Unsatisfactory.
Faculty member work was consistently below the requirements of this position. Immediate action is needed.

- NA Does not apply

 Please note that there is a comment section at the end of the report for providing additional information.

A. Teaching and Instruction

Criteria	4	3	2	1	NA
1. Provides students with a well-defined course syllabus, clear statement of grading policy, well-defined class policies and procedures, and course outline.					
2. Follows established policies and procedures (FERPA, UNM chain of command, classroom					

- policies such as academic honesty, etc.).
3. Accountability (office hours, deadlines, work schedule, record-keeping, etc.).
 4. Teaches curriculum as required (maintain equivalency with main campus, follow course description and department guidelines, use/choose appropriate textbook, etc.)
 5. Provides quality assignments to practice skills and provides useful and timely feedback (e.g. comments on papers, etc.).
 6. Maintains effective working relationships with faculty, staff, administrators.
 7. Measures student proficiency by adequate and updated/revised tests and/or assignments, including final exam/projects.
 8. Uses Outcomes Assessment results to attempt to improve classroom instruction.

Comments:

Totals for Teaching and Instruction (except classroom observation):

Total number of points received ÷ total number of applicable questions: _____

B. Service

Continuing extraordinary service (Program Coordinator, Department Chair, Club sponsor, etc.) will receive extra credit on the summary sheet.

Criteria	4	3	2	1	NA
1. Participates in Department/Division (attends meetings regularly, adheres to deadlines, submits syllabi, turns in final grades, keeps and turns in accurate records—e.g. attendance).					
2. Assists, when appropriate, with needs and functions of the Department/Division (schedule, budget, catalog, curriculum development, flexibility in class scheduling, teaching needed courses).					
3. Assists in development of outcomes assessment plans and tools.					
4. Administers outcomes assessment evaluation tools					

- in appropriate courses and reports data in a timely manner to Program Coordinator.
5. Serves and actively participates on at least one standing committee.
 6. Mentors students when applicable, including advising/placement, career advisement, job placement, letters, service learning opportunities.
 7. Assists with special campus or community outreach projects when appropriate (special events, help days, grant/ proposal, or student activities/ programs that promote UNM-LA).
 8. Extra committee service (ad hoc, head of subcommittee, hiring committees, etc)

Comments:

Totals for Service:

Total number of points received÷total number of applicable questions: _____

C. Professional Development

Criteria	4	3	2	1	N A
1. Reflective participation in self–evaluation process; administers end of semester student course evaluation (IDEA).					
2. Other Professional Development (attends workshop/conference; gives paper or presentation at conference, workshop; attends/presents at Faculty orientation; attends ITC sessions; visits other campuses; online research; develops new class).					

Comments:

Totals for Professional Development:

Total number of points received÷total number of applicable questions: _____

Summary Comments:

I have reviewed this form and do not need to discuss it with my evaluator or supervisor.	
I have reviewed this form and discussed it with my evaluator or supervisor.	

Faculty Member's Signature

Date

Evaluator's Signature