



## **Black Hawk College Evaluation of Faculty**

Procedures:

*See Board Policy Manual and Collective Bargaining Agreement.*

- *Mission Statement:* Black Hawk College provides the environment and resources for individuals to become lifelong learners.
- *Purpose:* Black Hawk College is committed to providing a learning-centered environment. Faculty are interested in learners' mastery of course content as well as the process by which they acquire knowledge.
- *Comment Section:* Evaluators are encouraged to use this section to specifically identify/describe accomplishments and achievements that exceed expectations as well as behaviors, skills, etc., that need improvement.

# BLACK HAWK COLLEGE

## FACULTY EVALUATION

Faculty Member \_\_\_\_\_

Present Rank \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

CRITERIA	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	BELOW EXPECTATIONS	NOT APPLICABLE OR CANNOT ASSESS	COMMENTS  Evaluators are encouraged to use this section to specifically identify/describe accomplishments and achievements that exceed expectations as well as behaviors, skills, etc., that need improvement
----------	-------------------------	-----------------------	-----------------------	------------------------------------	---

### PART I. Instructional Role

#### A. PRESENTATION OF MATERIAL

1. Students were engaged in learning activities related to the course outcomes throughout the class session.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The instructor presented clear explanations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The instructor's development and presentation of material were consistent with the objectives and the course syllabus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The instructor made subject matter more meaningful through the use of examples and applications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The instructor's lecture/discussion was both challenging and demanding of sound thinking on the part of the student.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### B. PARTICIPATION AND CLASS INTERACTION

1. The instructor was receptive to students' questions and comments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The instructor responded to students' questions and comments effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The instructor exhibited rapport with diverse students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The instructor created an environment conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The instructor stimulated students' intellectual curiosity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# BLACK HAWK COLLEGE

## FACULTY EVALUATION

Faculty Member \_\_\_\_\_

Present Rank \_\_\_\_\_

Date \_\_\_\_\_

Evaluator \_\_\_\_\_

CRITERIA	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	BELOW EXPECTATIONS	NOT APPLICABLE OR CANNOT ASSESS	COMMENTS  Evaluators are encouraged to use this section to specifically identify/describe accomplishments and achievements that exceed expectations as well as behaviors, skills, etc., that need improvement
----------	-------------------------	-----------------------	-----------------------	------------------------------------	---

### C. DELIVERY STYLE

1. The instructor used verbal, written and non-verbal communication effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The instructor's presentation was professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The instructor's approach accommodated varied learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The instructor demonstrated interest in the material presented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### D. ONGOING RESPONSIBILITIES

	YES	NO	N/A	
1. The instructor provides students with current course syllabi and tentative schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The instructor convenes class on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The instructor maintains office hours, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The instructor conducts student evaluations of faculty instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The instructor informs students of their progress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. The instructor directs students to appropriate support services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# BLACK HAWK COLLEGE

## FACULTY EVALUATION

Faculty Member \_\_\_\_\_  
 Present Rank \_\_\_\_\_  
 Date \_\_\_\_\_  
 Evaluator \_\_\_\_\_

CRITERIA	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	BELOW EXPECTATIONS	NOT APPLICABLE OR CANNOT ASSESS	COMMENTS  Evaluators are encouraged to use this section to specifically identify/describe accomplishments and achievements that exceed expectations as well as behaviors, skills, etc., that need improvement
----------	-------------------------	-----------------------	-----------------------	------------------------------------	---

### PART II. Professional Role

#### A. CONTRIBUTIONS TO PROGRAM/DEPARTMENT

1. Assumes responsibility for meeting faculty obligations within program/department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Collaborates in class schedule design, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Promotes professional dialogue in the program/department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Participates in short- and long-term program/department planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Assists in development, implementation and evaluation of program/department plans, such as Student Learning Outcomes Assessment Plans, Unit Plans and specific discipline or profession-based department or program plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### B. CONTRIBUTIONS TO COLLEGE

1. Functions professionally with faculty, administrators, staff, and students within the College-wide community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Participates in short- and long-term College planning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Actively participates on College committees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Assumes leadership roles, appropriate to rank.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

#### C. PROFESSIONAL GROWTH

1. Keeps up-to-date on knowledge within his/her field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Establishes priorities to attain appropriate goals for him/her self.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Participates in professional and/or community organizations that encourage personal and professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Engages in educational activities that maintain and improve knowledge & skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**BLACK HAWK COLLEGE**  
**FACULTY EVALUATION**

**Faculty Member** \_\_\_\_\_  
**Present Rank** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Evaluator** \_\_\_\_\_

Comments:

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date of Conference