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

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Present Rank</th>
<th>Date</th>
<th>Evaluator</th>
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Revised effective Fall, 2004

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### COMMENTS
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## PART I. Instructional Role

### A. PRESENTATION OF MATERIAL

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

### B. PARTICIPATION AND CLASS INTERACTION

1. The instructor was receptive to students’ questions and comments.  
2. The instructor responded to students’ questions and comments effectively.  
3. The instructor exhibited rapport with diverse students.  
4. The instructor created an environment conducive to learning.  
5. The instructor stimulated students’ intellectual curiosity.

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Comments: Last page
Revised effective Fall, 2004
**BLACK HAWK COLLEGE**

**FACULTY EVALUATION**

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### C. DELIVERY STYLE

1. The instructor used verbal, written and non-verbal communication effectively.
   - □ □ □ □

2. The instructor's presentation was professional.
   - □ □ □ □

3. The instructor's approach accommodated varied learning styles.
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4. The instructor demonstrated interest in the material presented.
   - □ □ □ □

### D. ONGOING RESPONSIBILITIES

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<th>YES</th>
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1. The instructor provides students with current course syllabi and tentative schedule.
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2. The instructor convenes class on time.
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3. The instructor maintains office hours, as appropriate.
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4. The instructor conducts student evaluations of faculty instruction.
   - □ □ □

5. The instructor informs students of their progress.
   - □ □ □

6. The instructor directs students to appropriate support services.
   - □ □ □
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## PART II. Professional Role

### A. CONTRIBUTIONS TO PROGRAM/DEPARTMENT
1. Assumes responsibility for meeting faculty obligations within program/department. 
2. Collaborates in class schedule design, as appropriate. 
3. Promotes professional dialogue in the program/department. 
4. Participates in short- and long-term program/department planning. 
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.

### B. CONTRIBUTIONS TO COLLEGE
1. Functions professionally with faculty, administrators, staff, and students within the College-wide community. 
2. Participates in short- and long-term College planning. 
3. Actively participates on College committees. 
4. Assumes leadership roles, appropriate to rank.

### C. PROFESSIONAL GROWTH
1. Keeps up-to-date on knowledge within his/her field. 
2. Establishes priorities to attain appropriate goals for him/her self. 
3. Participates in professional and/or community organizations that encourage personal and professional growth. 
4. Engages in educational activities that maintain and improve knowledge & skills.
BLACK HAWK COLLEGE
FACULTY EVALUATION

Faculty Member _______________________

Present Rank _______________________

Date _______________________

Evaluator _______________________

Comments:

_________________________________  ___________________________________  ________________________________
Evaluator’s Signature               Faculty Member’s Signature              Date of Conference