**Template Evaluation Form**

**Evaluation of Teaching Staff not Evaluated through the Annual Evaluation Process**

All University employees who are instructors of record must be evaluated in their teaching at least on an annual basis. Faculty in the Corp of Instruction are evaluated using the Annual Performance Review detailed in the Faculty Handbook. The Committee on the Evaluation of Teaching recommends that other instructional staff be evaluated using this same review process where feasible. However, where this is not feasible or desirable, a unit may choose to evaluate adjunct, visiting, or interim professors, clinical and research professors with teaching responsibilities, and graduate teaching assistants who are instructors of record through a separate process conducted by the head of the unit of appointment. The form below is provided as a recommended template. This template may be modified to suit the disciplinary requirements of each unit, provided that the evaluation form used be provided to those evaluated at the time of appointment and be made publicly available.

**Name:**

**Department:**

**Semester:**

**Date:**

**Evaluator:**

**General Assessment of Teaching. Does this instructor adhere to department expectations for instruction?**

|  |  |  |
| --- | --- | --- |
| **Indicator:** | **Yes/No/NA:** | **Comments (if appropriate):** |
| Class Syllabi |  |  |
| Student Evaluations |  |  |
| Observation by course supervisor |  |  |
| Samples of student work |  |  |
| Class grade distribution |  |  |
| Other (specify in comments) |  |  |

Based on this information, is there reason to terminate this instructor’s employment? Yes No

Signature of Evaluator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Evaluation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Instructor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_