

## INSTRUCTOR PERFORMANCE EVALUATION FORM Western Iowa Tech Community College

Instructor:

Date of Evaluation:

Period of Evaluation:

Comments are required in all areas as they are essential in evaluating instructor performance.

A. TEACHING PERFORMANCE	Needs Improvements	Satisfactory	Displays Strengths
<p>1. <u>Planning and Organization</u> Follows competencies-based plans; sets up definite goals; makes clear, specific assignments.</p> <p>Demonstrates mastery of subject matter and demonstrates knowledge and application of educational pedagogy. Participates in course and curriculum development activities.</p> <p><b>COMMENTS:</b></p>			
<p>2. <u>Develops Student Involvement</u> Encourages class discussion, asks thought provoking questions, and gives clear explanations.</p> <p>Prepares lessons and activities conducive to learning and student completion and engages students in the learning process.</p> <p><b>COMMENTS:</b></p>			
<p>3. <u>Classroom Condition</u> Provides welcoming learning environment for students; utilizes instructional materials and audio-visual equipment where appropriate.</p> <p>Uses College provided technology effectively where appropriate for classroom management and the enhancement of instruction.</p> <p><b>COMMENTS:</b></p>			
<p>4. <u>Record of Attendance and Grades</u> Follows the colleges required grades and attendance procedures, whether digital or required forms.</p> <p>Develops and implements a variety of techniques to monitor student learning.</p> <p><b>COMMENTS:</b></p>			
<p>5. <u>Student/Teacher Relationship</u> Knows and works with students as individuals; enforces WITCC Student Code of Conduct; emphasizes respect for others.</p> <p>Utilizes effective teaching techniques, procedures and resources to bring about student learning and student completion. Provides frequent and timely feedback to students relative to their performance.</p> <p><b>COMMENTS:</b></p>			

B. PROFESSIONAL QUALITIES	Needs Improvements	Satisfactory	Displays Strengths
<p>1. <u>Out-of-Class Responsibilities</u>  Shares in required school responsibilities; volunteers for extra duties; serves on college committees.</p> <p>Advances the strategic goals and objectives of the College. Participates in College club(s), service learning and other College projects.  <b>COMMENTS:</b></p>			
<p>2. <u>Professional Innovation</u>  Suggests ideas for improvements and change. Willing to try new methods and materials.</p> <p>Utilizes assessments for course and program improvement.  <b>COMMENTS:</b></p>			
<p>3. <u>Intra-College Relationships</u>  Cooperates effectively with students, colleagues and administration.</p> <p>Demonstrates collegiality and participates actively in College life and activities.  <b>COMMENTS:</b></p>			
<p>4. <u>Professional Growth and Vision</u>  Accepts professional critique; participates in conference workshops and development opportunities.</p> <p>Meets individual Quality Faculty Plan professional development goals. Participates in educational and community committees or activities involving the College.  <b>COMMENTS:</b></p>			

C. PERSONAL QUALITIES	Needs Improvements	Satisfactory	Displays Strengths
<p>1. <u>Vitality</u>  Has good attendance record, is cooperative, enthusiastic, and cheerful.  <b>COMMENTS:</b></p>			
<p>2. <u>Appropriate Language</u>  Communicates well and can be heard and understood by all in the room. Speaks on student level of understanding.</p> <p>Uses effective verbal, written and media communications.  <b>COMMENTS:</b></p>			
<p>3. <u>Meeting Obligations</u>  Reports to class on time, performs assigned tasks promptly, turns in requests and reports on time.</p> <p>Posts and conducts regular office hours.  <b>COMMENTS:</b></p>			
<p>4. <u>Professional Relations</u>  Firm and fair with students. Sets a good example.</p> <p>Demands and maintains high standards and expectations for all students. Adheres to College policies, procedures, Values and Guiding Principles.  <b>COMMENTS:</b></p>			

Class(es) Observed:

Date(s):

**GOALS and ACCOMPLISHMENTS:**

Attach goal accomplishments as prepared by Instructor.

Attainment of current year's goals by Evaluator:

Attach training accomplishments as prepared by Instructor.

Attainment of Quality Faculty Plan professional development goals by Evaluator:

Attach next year's/future goals as prepared by Instructor.

Next year's/future goals as established by Evaluator:

**INSTRUCTOR PERFORMANCE REVIEW – SUMMARY OF EVALUATION**

\_\_\_\_\_  
(Evaluator's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Instructor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Evaluator's Supervisor's Signature)

\_\_\_\_\_  
(Date)

I certify this evaluation has been discussed with me. I understand my signature does not necessarily indicate agreement with its content.

*A copy of this completed evaluation will be given to the instructor and a copy placed in the instructor's personnel file. The instructor may file, and have attached hereto, any comments regarding this evaluation. Such comments must be filed within ten (10) working days of this evaluation meeting by submitting them to the Dean of Human Resources with a copy to the evaluator.*

*HR/Forms/Evals-3/10/21*