

**BROWARD COLLEGE
SUPERVISOR'S SUMMARY EVALUATION
OF ANNUAL CONTRACT FACULTY FORM**

Broward College • Division of Human Resources & Equity • 6400 NW 6th Way • Fort Lauderdale, FL 33309 • (954) 201-7450

DIRECTIONS: This form is to be completed upon data obtained from student evaluations, classroom visitation (if applicable) and general knowledge of the instructor.

The department head will complete the form through Page 4 and forward to the faculty member for review at least one week prior to the summary evaluation conference. The Summary of the Faculty Member's performance, the Summary Evaluation, and a Developmental Plan, if needed (Pages 5 and 6), will be completed at the summary evaluation conference. If a faculty member receives a "Needs Improvement" or "Unsatisfactory" Summary Evaluation, a developmental plan specifying corrective action and a timetable must be provided.

INSTRUCTOR NAME: _____ DATE: _____

DEPARTMENT: _____ CAMPUS: _____

| | YES | NO |
|---|-------|-------|
| 1. Distributes an up-to-date course syllabus to each student | _____ | _____ |
| 2. Demonstrates the following communication skills: | _____ | _____ |
| a. Speaks distinctly with sufficient volume and appropriate speed | _____ | _____ |
| b. Maintains good eye contact and speaks to the entire class. | _____ | _____ |
| c. Uses appropriate vocabulary. | _____ | _____ |
| d. Maintains attention and control of the class. | _____ | _____ |
| 3. Demonstrates skill and/or knowledge in teaching discipline. | _____ | _____ |

| | COMMENDABLE | SATISFACTORY | NEEDS IMPROVEMENT | NOT OBSERVED NOT APPLICABLE OR DO NOT KNOW |
|---|-------------|--------------|-------------------|--|
| 4. Teaches according to the department's performance-based | _____ | _____ | _____ | _____ |
| 5. Uses teaching materials appropriate to the specified objectives of courses assigned. | _____ | _____ | _____ | _____ |
| 6. Uses instructional strategies that enable students to achieve course assigned. | _____ | _____ | _____ | _____ |

| | COMMENDABLE | SATISFACTORY | NEEDS IMPROVEMENT | NOT OBSERVED NOT APPLICABLE OR DO NOT KNOW |
|--|-------------|--------------|-------------------|--|
| 7. Uses information from students and other sources to evaluate course content and procedures. | _____ | _____ | _____ | _____ |
| 8. Uses learning activities appropriate to the needs of students. | _____ | _____ | _____ | _____ |
| 9. Teaches in such a way that holds students' interest and stimulates intellectual curiosity. | _____ | _____ | _____ | _____ |
| 10. Allows different student opinions in class. | _____ | _____ | _____ | _____ |
| 11. Treats all students with fairness, equity and respect. | _____ | _____ | _____ | _____ |
| 12. Is organized and well prepared for classes. | _____ | _____ | _____ | _____ |
| 13. Encourages students' participation, as appropriate, in the instructional setting. | _____ | _____ | _____ | _____ |
| 14. Encourages students to use additional learning resources; i.e., library, learning lab, learning resources, etc. | _____ | _____ | _____ | _____ |
| 15. Maintains established office hours and keeps appointment with students. | _____ | _____ | _____ | _____ |
| 16. Communicates information about career opportunities related to the teaching discipline and/or information about college requirements as they relate to the content of the courses. | _____ | _____ | _____ | _____ |
| 17. Records all grades and retains accurate records of students' performances. | _____ | _____ | _____ | _____ |
| 18. Uses evaluation instruments consistent with course goals. | _____ | _____ | _____ | _____ |
| 19. Uses fair and reasonable student evaluation procedures. | _____ | _____ | _____ | _____ |
| 20. Returns results of student evaluations within a reasonable time. | _____ | _____ | _____ | _____ |
| 21. Responds in a timely and accurate manner to requests for information from appropriate college personnel. | _____ | _____ | _____ | _____ |
| 22. When appropriate, utilizes and implements extra-curricular activities; e.g. field trips, guest speakers, etc. | _____ | _____ | _____ | _____ |
| 23. Assumes share of department, division, campus, and college responsibilities. | _____ | _____ | _____ | _____ |
| 24. Adheres to the policies, procedures, and guidelines as published in the Faculty Staff Handbook. | _____ | _____ | _____ | _____ |
| 25. Participates in commencement activities in accordance with college policy. | _____ | _____ | _____ | _____ |
| 26. Fulfills obligations of reassignment from classroom teaching and/or any activity for which a supplement is paid. | _____ | _____ | _____ | _____ |

COMMENTS: (Comment of Items 1 through 26 as desired. For any item checked “Needs Improvement,” an explanation is required.)

COMMENTS: Please summarize any additional strengths or weakness to be considered including those described by students, observed during the classroom observations, or described by other appropriate persons.

SUMMARY OF FACULTY MEMBER’S PERFORMANCE:

Outstanding _____ More than Satisfactory _____ Satisfactory _____
Needs Improvement _____ Unsatisfactory _____

COMMENT (S):

DEVELOPMENTAL PLAN:

If “Needs Improvement” or an “Unsatisfactory” rating is checked, a mutually developed plan specifying corrective action and a timetable must be attached.

FACULTY MEMBER’S COMMENT (S): (Optional)

Date of Summary Evaluation Conference: _____

Length of Summary Evaluation Conference (time): _____

If additional pages are attached, please indicate number: _____

Faculty Member Signature: _____ Date: _____

Your signature does not necessarily indicate agreement with this evaluation and is required only to indicate that you have had an opportunity to review it and discuss the contents with your supervisor.

The following signatures indicate this evaluation has been reviewed:

Supervisor's Signature: _____ Date: _____

Print Supervisor's Name: _____

Dean of Academic Affairs: _____ Date: _____

Provost/Executive Director: _____ Date: _____

VP for Academic Affairs or
VP for Student Development: _____ Date: _____

President: _____ Date: _____