



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

## Faculty Performance Assessment Form

Name: \_\_\_\_\_ Division: \_\_\_\_\_

Course Number & Title: \_\_\_\_\_ CRN: \_\_\_\_\_

Number of Students Enrolled: \_\_\_\_\_ Present: \_\_\_\_\_ Tardy: \_\_\_\_\_

Gwinnett Technical College's vision is to teach every adult; serve every business. As our mission is to advance the knowledge of individuals to enrich lives and develop workforce opportunities, it is important for us to assess the professional enhancement needs of our faculty and to offer opportunities for professional growth.

**The purpose of this performance assessment is to:**

- Improve communication about performance expectations
- Assess performance
- Recognize accomplishments
- Improve quality of instruction
- Provide data for making personnel decisions

**The process for faculty performance assessment is as follows:**

Faculty members will be observed one time each semester for the first two semesters employed. After that time, they will be observed one time per year or more frequently at the Division Dean's discretion. Student evaluations of classroom performance will also be used to determine whether or not additional observations are needed. Classroom observations will be unannounced—have a copy of your syllabus/class schedule available for the observer to review.

Observer Signature: \_\_\_\_\_ Observation Date: \_\_\_\_\_

**Faculty Member:**

\_\_\_\_\_ I have received a copy of all materials used for this evaluation and have read and reviewed the comments.

**Faculty Comments:**

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Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(The instructor's signature does not indicate agreement; it means only that the instructor has seen the instrument.)

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Classroom Observation

Rating Scale: (3) Excellent; (2) Meets Expectations; (1) Does Not Meet Expectations; (0) Not Observed

Rating Scale: (3) Excellent; (2) Meets Expectations; (1) Does Not Meet Expectations; (0) Not Observed	(3)	(2)	(1)	(0)
<b>Class Management &amp; Organization:</b>				
1. Establishes expectations for attendance, punctuality, and remaining in class the entire period.				
2. Maximizes learning time by beginning class on time and conducting class the entire period.				
3. Clearly states what will be covered in class that day and relates the material to the course as a whole.				
4. Presents the material in a well organized manner and paces instruction so students can easily follow.				
5. Dresses, behaves, and communicates in a professional manner.				
<b>Presentation/Delivery:</b>				
6. Maintains eye contact, speaks clearly, and is easily understood.				
7. Demonstrates enthusiasm in the material.				
8. Demonstrates mastery of the subject matter.				
9. Explains the material's relevance to students and/or their programs of study.				
10. Uses a variety of teaching methods that support different learning styles.				
11. Clearly explains directions and intended outcomes for activities or assignments.				
12. Technology, when used, is appropriate, helpful, and supports the lesson.				
<b>Student Engagement &amp; Interaction:</b>				
13. Demonstrates a positive rapport with students and creates an atmosphere that encourages student input and questions.				
14. Promotes active learning through question/answers, group work, and other activities.				
15. Makes an effort to get all students to participate in class.				
16. Responds to student comments constructively and uses student questions to explain the material in a different way and/or enhance class discussion.				
17. Demonstrates respect for students and diverse viewpoints.				

Areas for potential improvement have been discussed with the faculty member visited. (Yes, No, N/A)

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Classroom Observer Comments:

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<b>Additional training is recommended in the following area(s):</b>	ü	<b>Comments:</b>
Class Management & Organization		
Presentation/Delivery		
Student Engagement & Interaction		
No Additional Training Recommended		

Follow-up observation is recommended (check one):

Fall Semester  (Year)

Spring Semester  (Year)

Summer Semester  (Year)

Regularly Scheduled Cycle

Program Director and/or Division Dean Comments:

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<b>Other Duties</b>	<b>(2)</b>	<b>(1)</b>	<b>(0)</b>
Rating Scale: (2) Meets Expectations; (1) Does Not Meet Expectations; (0) Not Observed			
Maintains appropriate academic standards and practices (examples of documentation include course materials & policies, accessibility, student evaluations, comments/complaints, etc.).			
Reports no-shows accurately and on time.			
Records grades accurately and on time.			

Records last-attend date for students with grades of F and WF.			
Meets other reporting requirements in a timely and accurate manner.			
Communicates effectively and responds promptly to email and voice messages.			
Works cooperatively with others on campus.			