

CARL SANDBURG COLLEGE  
ANNUAL FACULTY NON-TENURED PROFESSIONAL REPORT

During the first week in January, non-tenured faculty members are required to complete a report of professional activities of the calendar year and submit it to the Tenure Commission.

Most important is to describe how the primary assignment of serving students has been accomplished. Samples of materials developed in the professional area -- such as a course syllabus may be submitted.

Brief descriptions of involvement in faculty committees and professional development may also be included. Community service may be included if related to the primary assignment.

CARL SANDBURG COLLEGE  
NON-TENURED FACULTY PEER EVALUATION FORM (VOLUNTARY)

Individual Evaluated: \_\_\_\_\_

On the average I have contact with him/her: daily \_\_\_\_, weekly \_\_\_\_, monthly \_\_\_\_, bi-monthly \_\_\_\_,  
occasionally \_\_\_\_.

Listed below are several statements which provide a frame of reference for your voluntary evaluation  
of one of your peers. Please check the statement or statements of which you have direct knowledge.  
Then answer the questions under only those statements which you have checked.

\_\_\_ I have observed this person while he/she was teaching.

Approximately how many times? \_\_\_\_\_

Describe behaviors or events which you think evidence effective teaching and/or describe behaviors or  
events which you think could be improved.

\_\_\_ I have observed this person while he/she was in conference or interacting with students.

Approximately how many times? \_\_\_\_\_

Describe observed behaviors or events which you think illustrate the kind of helping relationship  
established by this individual.

\_\_\_ I have served on committee(s) with this person.

Which committee(s) and for how long?

Describe the behaviors which you think illustrate the contribution (positive or negative) made by this person to the work of the committee(s).

\_\_\_ I have discussed teaching processes/problems with this person.

Explain the reasons for the discussion and describe examples of his/her concern for quality teaching.

\_\_\_ I have discussed student problems with this person.

Explain the reasons for the discussion and describe any parts of the conversation(s) which you think illustrate this person's understanding of, concern for, and ability and willingness to respond to student problems.

\_\_\_ I have other information which I think the Tenure Commission should have.

Explain:

Signed \_\_\_\_\_

Date \_\_\_\_\_

When you have completed this form, please return it to the Tenure Commission. Copies with your signature deleted will be made available to the chief academic officer, the faculty member's immediate supervisor and to the faculty member evaluated. Thank you for your help.

## Definitions of Evaluation Forms:

There are five different course modalities that are recognized at CSC and the appropriate evaluation should be used for each course when evaluating non-tenured faculty.

A traditional, non-virtual course requires the **Standard Form**.

*A Lab/Clinical course component may require the **Lab/Clinical Form** (see below).*

An Interactive TV/Compressed Video course requires the **Standard Form**.

A Stored Media course requires the **Stored Media Form**.

An Internet course requires the **Internet Form**.

An Open Lab course requires the **Open Lab Form**.

**Traditional** courses are those courses that meet primarily in a non-virtual environment, and these courses usually rely on teaching methods carried out in a physical classroom.

**Lab/Clinical** settings are components of a traditional course. If an instructor teaches *only* the lab/clinical component of a traditional course, then that instructor should be evaluated on the **Lab/Clinical** form, not the Standard form.

**Interactive TV/Compressed Video** courses are those courses that meet primarily in a specialized environment designed to deliver course content, via a two-way audio/video system, to distant sites. These courses usually rely on teaching methods similar to those carried out in a traditional classroom.

**Stored Media** courses are those courses that deliver course content to students primarily via pre-recorded, pre-packaged videotapes, audiotapes, CD-ROMs and/or DVDs. Textbooks may also be used. Contact between instructor and students is usually limited to an orientation session and an examination period.

**Internet** courses are those courses that deliver course content primarily via personal computer, to a virtual environment on the Internet which the students and instructor can access 24 hours a day, 7 days a week. Teaching methods vary greatly and the course content can be delivered in real time or in virtual time.

**Open Lab** courses are those courses that meet primarily in a specialized environment where students work through the required course content independently within a set time frame with the assistance of an instructor.

CARL SANDBURG COLLEGE  
STUDENT EVALUATION OF NON-TENURED TEACHING FACULTY

A summary of these questionnaires goes to the instructor after the term is over.

FOR ITEMS 1-18 MARK YOUR REACTIONS TO THE STATEMENTS ON THE ATTACHED ANSWER SHEET USING:

- 1 = SA Strongly Agree. You strongly agree with the statement as it applies to the course or instructor.
- 2 = A Agree. You agree more than you disagree with the statement as it applies to this course or instructor.
- 3 = D Disagree. You disagree more than you agree with the statement as it applies to this course or instructor.
- 4 = SD Strongly Disagree. You strongly disagree with the statement as it applies to this course or instructor.
- 5 = NA Not applicable, don't know, or no opinion.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
	SA	A	D	SD	NA
1. Generally, the instructor is well prepared for class.					
2. The instructor is enthusiastic.	SA	A	D	SD	NA
3. The instructor gives clear explanations.	SA	A	D	SD	NA
4. The instructor's course objectives are made clear.	SA	A	D	SD	NA
5. I feel free to approach the instructor with questions or comments.	SA	A	D	SD	NA
6. The instructor encourages students to participate in class discussions.	SA	A	D	SD	NA
7. The instructor demonstrates interest in student's progress.	SA	A	D	SD	NA
8. A course syllabus is supplied and adhered to.	SA	A	D	SD	NA
9. The instructor presents the course in a well organized manner.	SA	A	D	SD	NA
10. The instructor is consistently punctual in starting and dismissing class.	SA	A	D	SD	NA
11. I would recommend this instructor to other students.	SA	A	D	SD	NA

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
12. The material presented in this course stimulates my interest in this subject area.	SA	A	D	SD	NA
13. The instructor uses various teaching methods when appropriate.	SA	A	D	SD	NA
14. The instructor is punctual in returning tests and other required papers.	SA	A	D	SD	NA
15. The examinations reflect the important aspects of the course, as defined by the course objectives or the instructor.	SA	A	D	SD	NA
16. The instructor's grading practices and standards are fair.	SA	A	D	SD	NA
17. The feedback (performance evaluation, discussion, comments on papers and exams, etc.) which I get from the instructor is helpful.	SA	A	D	SD	NA
18. The instructor's use of technologies (audio-visual aids, Elmo, overhead projector, Power Point, video tapes, etc.) enhances the learning process.	SA	A	D	SD	NA

FOR ITEMS 19-26 MARK YOUR REACTIONS ON THE ATTACHED ANSWER SHEET USING THE FOLLOWING CODE:

1 = E – Excellent

2 = G – Good

3 = S – Satisfactory

4 = P – Poor

5 = NA – (Not applicable, don't know, or no opinion)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
19. The overall quality of the instructor.	E	G	S	P	NA
20. The text or equivalent readings.	E	G	S	P	NA
21. The assigned problems.	E	G	S	P	NA
22. The papers, written projects.	E	G	S	P	NA
23. The exams and quizzes.	E	G	S	P	NA
24. The lectures.	E	G	S	P	NA
25. The discussions/recitations.	E	G	S	P	NA
26. The laboratories.	E	G	S	P	NA

PLEASE USE THE SEPARATE SHEET OF PAPER PROVIDED TO MAKE ANY ADDITIONAL COMMENTS ABOUT ASPECTS OF THIS INSTRUCTOR YOU PARTICULARLY LIKED OR DISLIKED.

2/02 (4/05)

CARL SANDBURG COLLEGE  
STUDENT EVALUATION OF NON-TENURED TEACHING FACULTY  
**DO NOT WRITE ON QUESTIONNAIRE**

A summary of these questionnaires goes to the instructor after the term is over.

FOR ITEMS 1-14 MARK YOUR REACTIONS TO THE STATEMENTS ON THE SCANTRON CARD USING:

1 = SA Strongly Agree. You strongly agree with the statement as it applies to the course or instructor.

2 = A Agree. You agree more than you disagree with the statement as it applies to this course instructor.

3 = D Disagree. You disagree more than you agree with the statement as it applies to this course or instructor.

4 = SD Strongly Disagree. You strongly disagree with the statement as it applies to this course or instructor.

5 = NA Not applicable, don't know, or no opinion.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. Generally, the instructor is well prepared for class.	SA	A	D	SD	NA
2. The instructor is enthusiastic.	SA	A	D	SD	NA
3. The instructor gives clear explanations.	SA	A	D	SD	NA
4. The instructor's objectives in the course are made clear.	SA	A	D	SD	NA
5. I feel free to approach the instructor with questions or comments.	SA	A	D	SD	NA
6. If I seek to consult with the instructor, he/she is readily available.	SA	A	D	SD	NA
7. The instructor uses various teaching methods.	SA	A	D	SD	NA
8. The examinations reflect the important aspects of the course.	SA	A	D	SD	NA
9. The instructor's grading practices and standards are fair.	SA	A	D	SD	NA

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
10. The feedback (performance evaluation, lab evaluations, etc.) which I get from the instructor is helpful.	SA	A	D	SD	NA
11. Laboratory and clinical assignments are clear and well organized.	SA	A	D	SD	NA
12. The laboratory and/or clinical assignments are directly related to what is being taught in class.	SA	A	D	SD	NA
13. The instructor is available to students during laboratory and/or clinical assignments.	SA	A	D	SD	NA
14. The instructor is knowledgeable and competent in the skills required in laboratory and/or clinical settings.	SA	A	D	SD	NA

FOR ITEMS 15-18 MARK YOUR REACTIONS ON THE ATTACHED ANSWER SHEET USING THE FOLLOWING CODE:

1 = E – Excellent

4 = F – Fair

2 = G – Good

5 = P – Poor

3 = S – Satisfactory

Blank = Not applicable, don't know or no opinion  
(do not mark)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
15. The overall quality of the instructor.	E	G	S	F	P
16. The papers, written projects, requirements/assignments.	E	G	S	F	P
17. The exams, quizzes, proficiencies/competencies.	E	G	S	F	P
18. The laboratory/clinical activities	E	G	S	F	P

Please use the sheet of paper provided to you to make any additional comments about aspects of the instruction in the course you particularly liked or disliked.

CARL SANDBURG COLLEGE  
STUDENT EVALUATION OF NONTENURED TEACHING FACULTY

FOR ITEMS 1-13 MARK YOUR REACTIONS TO THE STATEMENTS ON THE ATTACHED ANSWER SHEET USING A NUMBER TWO PENCIL:

- 1 = SA Strongly Agree. You strongly agree with the statement as it applies to the course or instructor.
- 2 = A Agree. You agree more than you disagree with the statement as it applies to this course or instructor.
- 3 = D Disagree. You disagree more than you agree with the statement as it applies to this course or instructor.
- 4 = SD Strongly Disagree. You strongly disagree with the statement as it applies to this course or instructor.
- 5 = NA Not applicable, don't know, or no opinion.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. Overall, the online part of the course was easy to navigate.	SA	A	D	SD	NA
2. The instructor's course objectives are made clear.	SA	A	D	SD	NA
3. I was encouraged to contact the instructor with questions or comments.	SA	A	D	SD	NA
4. The instructor demonstrates interest in student's progress.	SA	A	D	SD	NA
5. A course syllabus is supplied and adhered to.	SA	A	D	SD	NA
6. The instructor presents the online material in the course in a well organized manner.	SA	A	D	SD	NA
7. I would recommend this instructor to other students.	SA	A	D	SD	NA
8. The material presented in this course stimulates my interest in this subject area.	SA	A	D	SD	NA
9. The instructor utilizes effective electronic communication methods in course management. (announcements, grade posting, discussions, listservs, virtual office hours.)	SA	A	D	SD	NA

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
10. The instructor is punctual in returning tests and other required papers.	SA	A	D	SD	NA
11. The examinations reflect the important aspects of the course, as defined by the course objectives or the instructor.	SA	A	D	SD	NA
12. The instructor's grading practices and standards are fair.	SA	A	D	SD	NA
13. The feedback (performance evaluation, discussion, comments on papers and exams, etc.) which I get from the instructor is helpful.	SA	A	D	SD	NA

FOR ITEMS 14-20 MARK YOUR REACTIONS ON THE ATTACHED ANSWER SHEET USING THE FOLLOWING CODE:

1 = E – Excellent

3 = S – Satisfactory

2 = G – Good

4 = P – Poor

5 = NA – (Not applicable, don't know, or no opinion)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
14. The overall quality of the instructor.	E	G	S	P	NA
15. The text or equivalent readings.	E	G	S	P	NA
16. The papers, written projects.	E	G	S	P	NA
17. The exams and quizzes.	E	G	S	P	NA
18. The organization of online instructions and course material.	E	G	S	P	NA
19. Online discussions	E	G	S	P	NA
20. Study Guides	E	G	S	P	NA

PLEASE USE THE SEPARATE SHEET OF PAPER PROVIDED TO MAKE ANY ADDITIONAL COMMENTS ABOUT ASPECTS OF THIS INSTRUCTOR YOU PARTICULARLY LIKED OR DISLIKED.

CARL SANDBURG COLLEGE  
STUDENT EVALUATION OF NON-TENURED FACULTY

A summary of these questionnaires goes to the instructor after the term is over.

FOR ITEMS 1-13 MARK YOUR REACTIONS TO THE STATEMENTS ON THE ATTACHED ANSWER SHEET USING:

- 1 = SA Strongly Agree. You strongly agree with the statement as it applies to the course or instructor.
- 2 = A Agree. You agree more than you disagree with the statement as it applies to this course or instructor.
- 3 = D Disagree. You disagree more than you agree with the statement as it applies to this course or instructor.
- 4 = SD Strongly Disagree. You strongly disagree with the statement as it applies to this course or instructor.
- 5 = NA Not applicable, don't know, or no opinion.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. The instructor gives clear explanations.	SA	A	D	SD	NA
2. The instructor's course objectives are made clear.	SA	A	D	SD	NA
3. I feel free to approach the instructor with questions or comments.	SA	A	D	SD	NA
4. The instructor demonstrates interest in student's progress.	SA	A	D	SD	NA
5. A course syllabus is supplied and adhered to.	SA	A	D	SD	NA
6. The instructor presents the course in a well organized manner.	SA	A	D	SD	NA
7. I would recommend this instructor to other students.	SA	A	D	SD	NA
8. The material presented in this course stimulates my interest in this subject area.	SA	A	D	SD	NA
9. The instructor is punctual in returning tests and other required papers.	SA	A	D	SD	NA

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
10. The examinations reflect the important aspects of the course, as defined by the course objectives or the instructor.	SA	A	D	SD	NA
11. The instructor's grading practices and standards are fair.	SA	A	D	SD	NA
12. The feedback (performance evaluation, discussion, comments on papers and exams, etc.) which I get from the instructor is helpful.	SA	A	D	SD	NA
13. I would take another course from this instructor.	SA	A	D	SD	NA

FOR ITEMS 14-17 MARK YOUR REACTIONS ON THE ATTACHED ANSWER SHEET USING THE FOLLOWING CODE:

1 = E – Excellent

3 = S – Satisfactory

2 = G – Good

4 = P – Poor

5 = NA – (Not applicable, don't know, or no opinion)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
14. The text or equivalent readings.	E	G	S	P	NA
15. The assigned problems.	E	G	S	P	NA
16. The papers, written projects.	E	G	S	P	NA
17. The exams and quizzes.	E	G	S	P	NA

PLEASE USE THE SEPARATE SHEET OF PAPER PROVIDED TO MAKE ANY ADDITIONAL COMMENTS ABOUT ASPECTS OF THIS INSTRUCTOR YOU PARTICULARLY LIKED OR DISLIKED.

CARL SANDBURG COLLEGE  
STUDENT EVALUATION OF NON-TENURED TEACHING FACULTY

A summary of these questionnaires goes to the instructor after the term is over.

FOR ITEMS 1-13 MARK YOUR REACTIONS TO THE STATEMENTS ON THE ATTACHED ANSWER SHEET USING:

- 1 = SA Strongly Agree. You strongly agree with the statement as it applies to the course or instructor.
- 2 = A Agree. You agree more than you disagree with the statement as it applies to this course or instructor.
- 3 = D Disagree. You disagree more than you agree with the statement as it applies to this course or instructor.
- 4 = SD Strongly Disagree. You strongly disagree with the statement as it applies to this course or instructor.
- 5 = NA Not applicable, don't know, or no opinion.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. The instructor is well prepared to answer questions regarding course material.	SA	A	D	SD	NA
2. The instructor is well prepared to answer questions regarding lab procedures and policies.	SA	A	D	SD	NA
3. The instructor is enthusiastic.	SA	A	D	SD	NA
4. The instructor gives clear explanations.	SA	A	D	SD	NA
5. I feel free to approach the instructor with questions or comments.	SA	A	D	SD	NA
6. The instructor seems genuinely concerned with my progress.	SA	A	D	SD	NA
7. If I seek consultation with the instructor, he/she responds in a timely fashion.	SA	A	D	SD	NA
8. The instructor relates the course material to real life situations.	SA	A	D	SD	NA
9. The instructor uses various methods to explain concepts.	SA	A	D	SD	NA

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
10. The grading practices and standards are fair.	SA	A	D	SD	NA
11. The instructor seems proficient in the knowledge of the course materials for this course	SA	A	D	SD	NA
12. If the instructor does not know the answer to a question, he/she is willing to seek out the answer or help find a solution.	SA	A	D	SD	NA
13. This course stimulates my interest in this subject.	SA	A	D	SD	NA
14. I have interacted with this instructor:					
			1. 1-5 times		
			2. 5-10 times		
			3. more than 10 times		

PLEASE USE THE SEPARATE SHEET OF PAPER PROVIDED TO MAKE ANY ADDITIONAL COMMENTS ABOUT ASPECTS OF THIS INSTRUCTOR YOU PARTICULARLY LIKED OR DISLIKED.

CARL SANDBURG COLLEGE

STUDENT EVALUATION OF NON-TENURED TEACHING FACULTY

DO NOT WRITE ON QUESTIONNAIRE

A summary of these questionnaires goes to the instructor after the term is over.

FOR ITEMS 1-19 MARK YOUR REACTIONS TO THE STATEMENTS ON THE SCANTRON CARD USING:

1=SA Strongly agree. You strongly agree with the statement as it applies to the course or instructor.

2=A Agree. You agree more than you disagree with the statement as it applies to this course or instructor.

3=D Disagree. You disagree more than you agree with the statement as it applies to this course or instructor.

4=SD Strongly disagree: You strongly disagree with the statement as it applies to this course or instructor.

5=NA Not applicable, don't know, or no opinion.

		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1.	Generally, the instructor is well prepared for class.	SA	A	D	SD	NA
2.	The instructor is enthusiastic.	SA	A	D	SD	NA
3.	The instructor gives clear explanations.	SA	A	D	SD	NA
4.	The instructor's objectives in the course are made clear.	SA	A	D	SD	NA
5.	There is considerable agreement between the objectives of the course announced by the instructor and what is actually being taught.	SA	A	D	SD	NA
6.	I feel free to approach the instructor with questions or comments.	SA	A	D	SD	NA
7.	The instructor encourages students to participate in class discussions.	SA	A	D	SD	NA
8.	The instructor seems genuinely concerned with my progress.	SA	A	D	SD	NA

9.	If I seek to consult with the instructor, he/she is readily available.	<u>1</u> SA	<u>2</u> A	<u>3</u> D	<u>4</u> SD	<u>5</u> NA
10.	This course is well organized.	SA	A	D	SD	NA
11.	This course provides new insights and perspectives.	SA	A	D	SD	NA
12.	The instructor relates the course material to real life situations.	SA	A	D	SD	NA
13.	This course stimulates my interest in this subject area.	SA	A	D	SD	NA
14.	This course requires me to work as hard as other college courses I have taken.	SA	A	D	SD	NA
15.	The instructor uses various teaching methods.	SA	A	D	SD	NA
16.	This course is making a worthwhile contribution to my education.	SA	A	D	SD	NA
17.	The examinations reflect the important aspects of the course.	SA	A	D	SD	NA
18.	The instructor's grading practices and standards are fair.	SA	A	D	SD	NA
19.	The feedback (performance evaluation, discussion, comments on papers and exams, etc.) which I get from the instructor is helpful.	SA	A	D	SD	NA

FOR ITEMS 20-29 MARK YOUR REACTIONS ON THE SCANTRON CARD USING THE FOLLOWING CODE:

1 = E - Excellent

4 = F - Fair

2 = G - Good

5 = P - Poor

3 = S - Satisfactory

Blank = NA - Not applicable, don't know or no opinion  
(do not mark)

		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
20.	The overall quality of the course.	E	G	S	F	P
21.	The effectiveness of the instructor.	E	G	S	F	P
22.	The text or equivalent readings.	E	G	S	F	P

23.	The supplementary assignments.	<u>1</u> E	<u>2</u> G	<u>3</u> S	<u>4</u> F	<u>5</u> P
24.	The assigned problems.	E	G	S	F	P
25.	The papers, written projects.	E	G	S	F	P
26.	The exams and quizzes.	E	G	S	F	P
27.	The lectures.	E	G	S	F	P
28.	The discussions/recitations.	E	G	S	F	P
29.	The laboratories.	E	G	S	F	P

Please use the sheet of paper provided to you to make any additional comments about aspects of the instruction in this course you particularly liked or disliked.

CARL SANDBURG COLLEGE  
SUPERVISORY CLASSROOM VISITATION REPORT

Instructor's Name \_\_\_\_\_

Date \_\_\_\_\_

Specific Class Visited \_\_\_\_\_

INSTRUCTIONS: The Dean/Associate Dean (or other immediate supervisor) is to observe the faculty member in a regular teaching situation. The visitation should be long enough to fairly observe instructional techniques and class dynamics. The elements of teaching to be used as a guide in instructional visitations are enumerated in Parts I and II of the Supervisor's Annual Evaluation of Non-Tenured Teaching Faculty.

Following the visitation, the Dean/Associate Dean is to prepare a summary report of his/her observations and suggestions for improvement. This report is to be shared with the faculty member in a visitation post conference. The faculty member may add comments or reactions to the chairperson's observations. Both persons are to sign the final report. The original goes to the Tenure Commission which will distribute copies to the chief academic officer. The Dean/Associate Dean will make his/her own copy before submitting the original. (Use back of form and/or additional sheet if needed.)

Dean/Associate Dean or Immediate  
Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

CARL SANDBURG COLLEGE  
SUPERVISORY ANNUAL EVALUATION OF NON-TENURED TEACHING FACULTY  
(BY DEAN/ASSOCIATE DEAN OR IMMEDIATE SUPERVISOR)

INSTRUCTIONS: This annual evaluation is to be completed during the first week of the Spring Semester for each non-tenured faculty member under your immediate supervision. Circle the answer for each item which reflects your best judgment based upon all prior information and observations during the past year. The abbreviations have these meanings: E = Excellent; AV = Average; P = Poor; NO = Not Observed. Average is defined as "the average of good instructors observed." Please retain a copy of the completed form for your records.

Faculty Member \_\_\_\_\_

I. Knowledge and Preparation

A. Depth of Knowledge in Teaching Field(s)

- |  |   |    |   |    |
|--|---|----|---|----|
| 1. Demonstrates breadth and depth of knowledge   | E | AV | P | NO |
| 2. Demonstrates current and historical knowledge | E | AV | P | NO |

B. Evidence of Preparation for Classes

- |   |   |    |   |    |
|---|---|----|---|----|
| 1. Quality of instructional planning  | E | AV | P | NO |
| 2. Clarity of stated objectives   | E | AV | P | NO |
| 3. Scope and clarity of information provided to students (time schedule, evaluation procedure, grading, attendance, etc.) | E | AV | P | NO |
| 4. Quality and currency of course syllabus (syllabi) on file with division chairperson                                    | E | AV | P | NO |

II. Teaching Techniques

A. Class Presentations

- |   |   |    |   |    |
|---|---|----|---|----|
| 1. Exhibits quality classroom performance (significant items emphasized, stays on subject but not to exclude humor, etc.) | E | AV | P | NO |
| 2. Senses when students do not understand and explains item (material) in different ways                                  | E | AV | P | NO |
| 3. Projects interest in and enthusiasm for subject area   | E | AV | P | NO |

	4. Accommodates individual differences among students	E	AV	P	NO
	5. Promotes a cordial classroom atmosphere	E	AV	P	NO
	6. Stimulates student participation in class discussion/activities	E	AV	P	NO
	7. Utilizes appropriate teaching methods	E	AV	P	NO
	8. Avoids distracting influences (playing with glasses, pacing back and forth, etc.)	E	AV	P	NO
B.	Verbal and Written Communications				
	1. Uses quality oral communication	E	AV	P	NO
	2. Uses quality written materials	E	AV	P	NO
C.	Evaluation Techniques				
	1. Uses examinations consistent with course syllabus	E	AV	P	NO
	2. Returns examinations in a reasonable period of time	E	AV	P	NO
	3. Identifies student performance standards appropriate to subject area	E	AV	P	NO
III.	Instructional Support				
	1. Is punctual for classes and student appointments	E	AV	P	NO
	2. Exhibits self-confidence and emotional stability	E	AV	P	NO
	3. Is available to students for assistance beyond class hours	E	AV	P	NO
	4. Adheres to office hours	E	AV	P	NO
	5. Exhibits helpful attitude toward students	E	AV	P	NO

## IV. General Professional Responsibility

1. Continues efforts to maintain/improve competence in teaching area(s)	E	AV	P	NO
2. Participates in committee assignments and college activities beyond teaching assignment	E	AV	P	NO
3. Interrelates instruction with other areas of instruction and college activities	E	AV	P	NO
4. Accepts criticism and suggestions in evaluation	E	AV	P	NO
5. Is critical in self-evaluation	E	AV	P	NO
6. Uses time effectively	E	AV	P	NO
7. Turns in grades, book orders, and other required reports	E	AV	P	NO
8. Attends Department Meetings and Faculty Assemblies	E	AV	P	NO
9. Notifies appropriate supervisor when it is necessary to be absent during classes and regularly scheduled office hours	E	AV	P	NO

On an attached sheet(s), provide detailed statements to elaborate on the various items marked. In addition, summarize the overall effectiveness of this faculty member.

SUPERVISORY ANNUAL EVALUATION OF NON-TENURED TEACHING FACULTY  
(BY DEAN/ASSOCIATE DEAN OR IMMEDIATE SUPERVISOR)

Faculty Member's Comments:

Date \_\_\_\_\_

Dean/Associate Dean or  
Immediate Supervisor's  
Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Member's  
Signature \_\_\_\_\_

CARL SANDBURG COLLEGE  
INSTRUCTIONAL PROGRAM COORDINATOR'S ANNUAL EVALUATION  
OF NON-TENURED TEACHING FACULTY

Instructor's Name \_\_\_\_\_ Date \_\_\_\_\_

Instructional Program Coordinator \_\_\_\_\_

**INSTRUCTIONS:** Instructional program coordinators are to complete a written annual evaluation for each non-tenured faculty member in the program they coordinate.

After completion, the coordinator is to share the report with the faculty member. The faculty member may add comments or reactions to the report. Both individuals are to sign the final report. After making a copy for his/her files, the coordinator submits the original form to the Tenure Commission which distributes copies to the chief academic officer. The report is to be submitted during the first week of Spring Semester.

I. Strengths. Please list and comment on the strengths or ways the individual is contributing to your program.

II. Needs. Please list and comment on areas of need the individual has which would improve his or her performance.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Instructional Program Coordinator)

Faculty Member Comments:

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Faculty Member)

**CARL SANDBURG COLLEGE**  
**STUDENT EVALUATION OF NON-TENURED COUNSELING FACULTY**

At some time, you may have had an opportunity to use the services of the counselor. Read the following statements and mark your reactions to the statements below on the attached answer sheet using:

- 1 = SA    Strongly Agree You strongly agree with the statement as it applies.  
 2 = A    Agree You agree more than you disagree with the statement as it applies.  
 3 = D    Disagree You disagree more than you agree with the statement as it applies.  
 4 = SD    Strongly Disagree You strongly disagree with the statement as it applies.  
 5 = NA    Not Applicable, don't know, or no opinion.

		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1.	I felt comfortable during my advising session.	SA	A	D	SD	NA
2.	The counselor was aware of the academic requirements for my program.	SA	A	D	SD	NA
3.	The counselor helped me to arrange my academic schedule so that it was appropriate for my individual situation.	SA	A	D	SD	NA
4.	I believe this counselor had a genuine desire to be of service to me.	SA	A	D	SD	NA
5.	I felt satisfied as a result of my advising session with this counselor.	SA	A	D	SD	NA
6.	The counselor was patient.	SA	A	D	SD	NA
7.	I felt that the counselor was interested in discussing classes, or helping me to arrange my schedule.	SA	A	D	SD	NA
8.	Other students could benefit by meeting with this counselor for academic advising assistance.	SA	A	D	SD	NA
9.	I felt that the counselor had sufficient time available to assist me.	SA	A	D	SD	NA
10.	I felt that the counselor accepted me as an individual.	SA	A	D	SD	NA
11.	The counselor acted as though he/she thought my concerns were important.	SA	A	D	SD	NA
12.	The counselor was confident of himself/herself.	SA	A	D	SD	NA

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
13. The counselor helped me to see what I need to do to attain my objectives.	SA	A	D	SD	NA
14. Other students could be helped by talking with this counselor.	SA	A	D	SD	NA
15. I felt satisfied as a result of my talks with the counselor.	SA	A	D	SD	NA
16. I trusted the counselor.	SA	A	D	SD	NA
17. I would go back to this person for additional services if I needed him/her.					

1. Yes 2. No

**PLEASE USE THE SEPARATE SHEET OF PAPER PROVIDED TO MAKE ANY ADDITIONAL COMMENTS ABOUT ASPECTS OF THE COUNSELOR YOU PARTICULARLY LIKED OR DISLIKED.**

**COMMENTS:**

CARL SANDBURG COLLEGE  
SUPERVISORY REPORT - STUDENT SERVICES PERSONNEL - NON-TENURED COUNSELOR

Name \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTIONS: The chief student services officer is to visit with each Student Services faculty member a minimum of once per term for the purpose of consultation regarding his/her work. The elements to be used as a guide in this process include but are not limited to the following: verbal and written communications skills, projection of interest and enthusiasm, punctuality, service-orientation, evidence of a well-defined theory of counseling, demonstrated skill in interpreting test results, making referrals to outside agencies, maintaining adequate counseling load, projection of empathy and concern for student needs, perceived as open and approachable by students, evidence of competency in the counseling process, maintaining proper confidential counseling records, and leading the counselee to develop a definite plan of action for him/herself.

Following the visitation, the chief student services officer is to prepare a summary report of the observations made and any suggestions for improvement. This report is to be shared with the faculty member in a post conference. The faculty member may add comments or reactions to the report. Both persons are to sign the final report. After making a copy for his/her file, the chief student services officer sends the original copy to the Tenure Commission.

Date \_\_\_\_\_ Chief Student  
Services Officer \_\_\_\_\_

Date \_\_\_\_\_ Student Services  
Faculty Member \_\_\_\_\_

## CARL SANDBURG COLLEGE

## SUPERVISORY REPORT - STUDENT SERVICES PERSONNEL - NON-TENURED ADMISSIONS COUNSELOR

Name \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTIONS: The chief student services officer and the Dean of Student Support Services will individually visit with the Admissions Counselor faculty member a minimum of once each term for the purpose of consultation regarding his/her work. The elements to be used as a guide in this process include, but are not limited to the following: visit the high schools three times per academic year; plan and coordinate admissions programs in response to need; work and create an effective liaison between the admissions office and the faculty, staff, and administration; attend college nights and programs when available; follow up on questions by students and high school counselors professionally; represent CSC professionally (taking care to accurately inform students regarding policies and procedures of CSC); demonstrate sound knowledge of program offerings at CSC and make referrals/asks questions when in doubt; impart a spirit of willingness to students in providing counseling concerning their college choice and career goals; communicate effectively both in interpersonal matters and in written form, and effectively utilizes counseling methods with students; project enthusiasm about his/her position; is punctual to high school visits, office functions and in completing assignments; and is willing to address admissions needs as they arise. Following the visitation, the supervisor is to prepare a summary report of the observations made and any suggestions for improvement. This report is to be shared with the faculty member in a post-conference. The faculty member may add comments or reactions to the report. Both persons are to sign the final report. After making a copy for his/her file, the supervisor sends the original to the Tenure Commission, which will distribute copies to the chief academic officer.

Date \_\_\_\_\_ Chief Student Services Officer \_\_\_\_\_

or

Date \_\_\_\_\_ Dean of Student Support Services \_\_\_\_\_

Date \_\_\_\_\_ Admissions Counselor \_\_\_\_\_

## CARL SANDBURG COLLEGE

## SUPERVISORY ANNUAL EVALUATION OF NON-TENURED COUNSELING FACULTY

INSTRUCTIONS: This annual evaluation is to be completed during the first week of the Spring Semester for each non-tenured faculty member under your immediate supervision. Circle the answer for each item which reflects your best judgement based upon all prior information and observations during the past year. The abbreviations have these meanings: E - Excellent; AA = Above Average; AV = Average; BA = Below Average; P = Poor; NA = Not Applicable. Please retain a copy of the completed form for your records.

## Faculty Member

Professional

- |    |  |   |    |    |    |   |    |
|----|--|---|----|----|----|---|----|
| 1. | Remains updated in his/her profession  | E | AA | AV | BA | P | NA |
| 2. | Has a good working understanding of the college organization and operation                           | E | AA | AV | BA | P | NA |
| 3. | Has a working knowledge of effective processes in field of specialization                            | E | AA | AV | BA | P | NA |
| 4. | Demonstrates an understanding of professional preparedness through written or oral communication     | E | AA | AV | BA | P | NA |
| 5. | Demonstrates knowledge of college program offerings  | E | AA | AV | BA | P | NA |
| 6. | Is sensitive and open to changes and innovations in the field  | E | AA | AV | BA | P | NA |
| 7. | Participates in professional activities (i.e., consults, attends professional meetings or workshops) | E | AA | AV | BA | P | NA |

Productivity

- |    |  |   |    |    |    |   |    |
|----|--|---|----|----|----|---|----|
| 1. | Shows initiative and innovation  | E | AA | AV | BA | P | NA |
| 2. | Is able to encourage measurable output of those for whom he/she is responsible | E | AA | AV | BA | P | NA |
| 3. | Completes successfully personal and departmental goals                         | E | AA | AV | BA | P | NA |
| 4. | Is available to students for advisement  | E | AA | AV | BA | P | NA |

5.	Maintains a patient, understanding, helping relationship with students	E	AA	AV	BA	P	NA
6.	Provides a mature self-image model for students	E	AA	AV	BA	P	NA
7.	Is punctual for meetings and student appointments	E	AA	AV	BA	P	NA
8.	Utilizes tests and self-reports to assist students	E	AA	AV	BA	P	NA
9.	Participates in student activities beyond assigned responsibilities	E	AA	AV	BA	P	NA
10.	Shows evidence of effective use of time	E	AA	AV	BA	P	NA

Interpersonal Relations

1.	Applies policy consistently and fairly	E	AA	AV	BA	P	NA
2.	Is able to relate effectively with community agencies with whom the college maintains liaison	E	AA	AV	BA	P	NA
3.	Has sufficient contact with colleagues, supervisors, and subordinates	E	AA	AV	BA	P	NA
4.	Is sensitive to the mood of employee groups	E	AA	AV	BA	P	NA
5.	Recognizes others for their contributions	E	AA	AV	BA	P	NA
6.	Is able to work toward the successful solutions of interpersonal relations problems	E	AA	AV	BA	P	NA

Leadership/Decision-Making

1.	Establishes own self-goals and objectives	E	AA	AV	BA	P	NA
2.	Helps the department in establishing and accomplishing goals and objectives	E	AA	AV	BA	P	NA
3.	Is able to help formulate specific operational objectives	E	AA	AV	BA	P	NA

4.	Uses sound judgement in decision-making	E	AA	AV	BA	P	NA
5.	Shows evidence of services to institutional governance	E	AA	AV	BA	P	NA
6.	Is proficient in participating in decision-making	E	AA	AV	BA	P	NA
7.	Is open to suggestions for constructive change	E	AA	AV	BA	P	NA

\*ADDITIONAL COMMENTS:

Date \_\_\_\_\_ Faculty Member \_\_\_\_\_  
 \_\_\_\_\_

Date \_\_\_\_\_ Evaluator \_\_\_\_\_  
 \_\_\_\_\_

\* Additional comments may be written on the back and signed and dated by both parties.

\*\*Please submit this report to the Tenure Commission.

CARL SANDBURG COLLEGE

SUPERVISORY REPORT - NON-TENURED LRC PERSONNEL

Name \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTIONS: The Dean for Learning Resource Services is to visit with each LRC faculty member a minimum of once per term for the purpose of consultation regarding his/her work. The elements to be used in this process shall be the characteristics set forth on the annual supervisor's evaluation form for each respective position.

Following the visitation, the Dean is to prepare a summary report of the observations made and any suggestions for improvement. This report is to be shared with the faculty members in a post-conference. The faculty member may add comments or reactions to the report. Both persons are to sign the final report. After making a copy for his/her files, the Dean sends the original to the Tenure Commission which will distribute copies to the chief academic officer.

Date \_\_\_\_\_ Dean for Learning  
Resource Services \_\_\_\_\_  
Date \_\_\_\_\_ Coordinator of LRC  
Instructional Services \_\_\_\_\_

CARL SANDBURG COLLEGE  
SUPERVISORY ANNUAL EVALUATION OF  
NON-TENURED COORDINATOR OF LRC INSTRUCTIONAL SERVICES

NOTE: Evaluation criteria predicated on present job description (7/77). Any change in job description or function should result in an appropriate revision of this document.

INSTRUCTIONS: This annual evaluation is to be completed during the first week of the Spring Semester by the Dean of Learning Resource Services. Circle the answer for each item which reflects your best judgement based upon all prior information and observations during the past year. The abbreviations have these meanings: E = Excellent; AA = Above Average; AV = Average; BA = Below Average; P = Poor. Please retain a copy of the completed form for your records.

Communication/Interpersonal Skills

- |    |   |   |    |    |    |   |
|----|---|---|----|----|----|---|
| 1. | Maintains cooperative and productive interpersonal relationships with college personnel | E | AA | AV | BA | P |
| 2. | Demonstrates proficiency in oral communication skills                                   | E | AA | AV | BA | P |
| 3. | Demonstrates proficiency in written communication skills                                | E | AA | AV | BA | P |
| 4. | Appropriately uses lines of communication to solicit and share information              | E | AA | AV | BA | P |
| 5. | Provides opportunities for and is receptive to the expression of ideas and opinions     | E | AA | AV | BA | P |

Expertise and Performance

- |    |  |   |    |    |    |   |
|----|--|---|----|----|----|---|
| 1. | Assists clients in defining and meeting their needs for LRC Instructional Services               | E | AA | AV | BA | P |
| 2. | Fulfills responsibilities as a cooperative and constructive member of the LRC staff              | E | AA | AV | BA | P |
| 3. | Demonstrates accountability for the objectives of assigned/assumed projects                      | E | AA | AV | BA | P |
| 4. | Strives to provide consistently effective services to promote client confidence and satisfaction | E | AA | AV | BA | P |
| 5. | Performs services on time  | E | AA | AV | BA | P |

6.	Evidences appropriate rationale processes and judgement in making decisions and recommendations	E	AA	AV	BA	P
7.	Evidences concern and appropriate action for the promotion of program services	E	AA	AV	BA	P
8.	Demonstrates appropriate knowledge and/or skills encompassed within the area of responsibility:					
	Circulation System	E	AA	AV	BA	P
	Reference Services	E	AA	AV	BA	P
	Interlibrary Loan System	E	AA	AV	BA	P
	Training Student Workers	E	AA	AV	BA	P
	Other _____	E	AA	AV	BA	P
9.	Devises and implements innovative responses to problems as appropriate	E	AA	AV	BA	P
10.	Expresses and promotes positive attitudes toward innovation and change among subordinates, colleagues and clients	E	AA	AV	BA	P

Management Skills

1.	Is thorough in completing routine procedures	E	AA	AV	BA	P
2.	Organizes and maintains an effective service environment with available resources	E	AA	AV	BA	P
3.	Organizes activities consistent with progress/ institutional priorities	E	AA	AV	BA	P
4.	Performs management responsibilities on time	E	AA	AV	BA	P
5.	Identifies priorities and maintains programs with minimal direct supervision	E	AA	AV	BA	P

- |    |  |   |    |    |    |   |
|----|--|---|----|----|----|---|
| 6. | Develops plans which are realistic and attainable in terms of resource requirements, implementation and outcomes and which are consistent with program/institutional goals | E | AA | AV | BA | P |
| 7. | Maintains a positive and realistic perspective of the program with respect to institutional policies and other planning units of the college                               | E | AA | AV | BA | P |
| 8. | Achieves satisfactory productivity from subordinates while maintaining positive interpersonal relationships  | E | AA | AV | BA | P |

Professional and Institutional Commitment

- |    |   |   |    |    |    |   |
|----|---|---|----|----|----|---|
| 1. | Fulfills responsibilities as a cooperative and constructive faculty member  | E | AA | AV | BA | P |
| 2. | Evidences concern for and actions toward ongoing professional development in areas specifically related to job responsibility | E | AA | AV | BA | P |
| 3. | Demonstrates cooperativeness in accepting additional responsibilities not explicitly defined in the job description           | E | AA | AV | BA | P |
| 4. | Demonstrates capacity to accept reasonable criticism and to modify behavior accordingly                                       | E | AA | AV | BA | P |
| 5. | Demonstrates cooperative and constructive participation on college committees   | E | AA | AV | BA | P |
| 6. | Participates in college activities beyond job responsibilities  | E | AA | AV | BA | P |

SUPERVISORY ANNUAL EVALUATION OF NON-TENURED COORDINATOR  
OF LRC INSTRUCTIONAL SERVICES

COMMENTS:

Date \_\_\_\_\_  
\_\_\_\_\_

Dean for Learning  
Resource Services \_\_\_\_\_

Date \_\_\_\_\_  
\_\_\_\_\_

Coordinator of LRC  
Instructional Services \_\_\_\_\_

CARL SANDBURG COLLEGE  
CLIENT/USER ANNUAL EVALUATION OF NON-TENURED COORDINATOR  
OF LRC INSTRUCTIONAL SERVICES

Job Function

The Coordinator of LRC Instructional Services has responsibility over the library services supporting instruction. This includes designing and conducting library orientations to meet the needs of faculty and students, assessing the needs of client groups and recommending purchase of materials that will meet these needs, cataloging materials in a timely manner, acting as reference librarian, insuring the proper functioning of the circulation system to include the maintaining of all necessary statistics, and the proper training of student workers.

Instructions

FOR ITEMS 1-12 MARK YOUR REACTIONS TO THE STATEMENTS ON THE SCANTRON CARD USING:

- 1= SA Strongly Agree. You strongly agree with the statement as it applies.
- 2= A Agree. You agree more than you disagree with the statement as it applies.
- 3= D Disagree. You disagree more than you agree with the statement as it applies.
- 4= SD Strongly Disagree. You strongly disagree with the statement as it applies.
- 5= NA Not Applicable, don't know, or no opinion.

Expertise and Performance

1.	Demonstrates appropriate knowledge and/or expertise:					
	Book and periodical circulation system	<u>1</u> SA	<u>2</u> A	<u>3</u> D	<u>4</u> SD	<u>5</u> NA
	Reference Services	SA	A	D	SD	NA
	Interlibrary Loan System	SA	A	D	SD	NA
	Materials Preview/Purchase	SA	A	D	SD	NA
2.	Provides services on time	SA	A	D	SD	NA
3.	Responds to expressed needs	SA	A	D	SD	NA

\*Also to be distributed to a list of users provided to the Tenure Commission from among other CSC staff.

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
	SA	A	D	SD	NA
4. Seeks to identify needs not expressed	SA	A	D	SD	NA
5. Provides clear and effective request procedures:					
Circulation Services	SA	A	D	SD	NA
Reference Services	SA	A	D	SD	NA
6. Supervise the organization and performance of LRC Instructional Services staff including student workers	SA	A	D	SD	NA
7. Shows willingness to work cooperatively	SA	A	D	SD	NA
<u>Communication Skills/Interpersonal Relations</u>					
8. Maintains cooperative and productive interpersonal relationships	SA	A	D	SD	NA
9. Is interested in and able to understand my needs	SA	A	D	SD	NA
10. Seeks and shares information regarding Production services	SA	A	D	SD	NA
11. Is clear and effective in written communications	SA	A	D	SD	NA

Comments:

Date \_\_\_\_\_  
\_\_\_\_\_

Client/User \_\_\_\_\_

CARL SANDBURG COLLEGE  
SUPERVISORY REPORT - NON-TENURED COORDINATOR OF ADULT EDUCATION  
(a non-teaching faculty position)

Name \_\_\_\_\_ Date \_\_\_\_\_

Instructions:

The Dean of Community and Extension Services is to visit with the Coordinator a minimum of once per semester for the purpose of consultation regarding his/her work. The elements to be used as a guide in this process include, but are not limited to, the following: verbal and written communication skills, projection of interest and enthusiasm, punctuality, service-orientation, and maintenance of proper records. In the Adult Education area, elements of particular importance are the provision of leadership and the coordination of the main campus and satellite programs. Additional considerations are a projection of empathy and concern for students' needs and an open and approachable manner toward students and faculty. Other elements of this position may be included.

This report will be discussed and signed by the faculty member to verify that consultation has been held.

Date \_\_\_\_\_ Dean of Community  
and Extension Services \_\_\_\_\_

Date \_\_\_\_\_ Coordinator  
of Adult Education \_\_\_\_\_

Supervisor will copy and retain his or her own copy and send original to Tenure Commission.