### Supervisor Evaluation (Form #2)

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| Faculty Name: | Department: |
| Evaluation Year: | Supervisor Name: |

Evaluate your overall assessment of faculty performance in each by placing an “X” in the applicable area. Additionally, include narratives and supporting details as requested.

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| **Category**  | **Percentage selected** | **Exceeds** **Expectations** **(3 points)**  | **Meets** **Expectations****(2 points)**  | **Needs Improvement****(1 point)**  | **Overall points in each category** |
| **Teaching and Instruction** **(50-60%)** |  |  |  |  |  |
| **Professional Development and Scholarship** **(20-30%)** |  |  |  |  |  |
| **College and Community Service****(15-20%)** |  |  |  |  |  |
| **Total** |  100% |  |  |  |  |

**NARRATIVE EVALUATION**

For each area listed below, the academic dean/supervising administrator will write a narrative supporting his or her evaluation rating in each of the three areas listed below: Teaching and Instruction now includes Instructional Performance/Student Success as well as Material Preparation and Relevancy and Record Keeping and Instructional Management. The academic dean/supervising administrator’s evaluation for Teaching and Instruction should mention how well the faculty member performed his or her duties in all three areas.

1. **TEACHING AND INSTRUCTION NARRATIVE**

 ADDRESS INSTRUCTIONAL PERFORMANCE AND STUDENT SUCCESS; MATERIAL PREPARATION AND RELEVANCY AND RECORD KEEPING AND INSTRUCTIONAL MANAGEMENT)

1. **PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP**
2. **COLLEGE AND COMMUNITY SERVICE**

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| Has this evaluation been discussed with the faculty member? [ ]  Yes [ ]  No |
| Faculty Member Signature: | Date: |
| Academic Dean/Supervising Administrator Signature: | Date: |

Faculty member’s signature does not mean he or she agrees with the evaluation and he/she maintains the right to provide additional comments as stated in the FEP guidelines.