

CENTRAL GEORGIA TECHNICAL COLLEGE

Instructor Evaluation

Instructor: _____ Program: _____

Evaluation Period *from:* _____ *to:* _____

C-O-N-F-I-D-E-N-T-I-A-L

Performance Criteria

Pts

- 0 Not Met Requirements—Significant and immediate improvement is required
- 1 Needs Improvement—Improvement is needed to meet requirements
- 3 Meets Requirements—Performance consistently meets requirements
- 5 Exceeds Requirements—Performance consistently exceeds requirements

I. PROGRAM PLANNING

A. Program State Standards & Guidelines

0. Program Standards & Guide Materials are not up to date.
1. Improvement is needed in the area(s) circled in indicator 3.
3. There is evidence that the Program Guides and Standard Materials are up to date and all student competencies are being presented as indicated by appropriate syllabi and course outlines.
5. Same as #3, plus-Additional competencies have been added based on documented local training needs.

B. Program/Course Materials

0. Valid, up-to-date program/course materials are not available.
1. Improvement is needed in the area(s) circled in indicator 3.
3. Program/course materials are maintained and updated on a regular basis to include catalog program listings and course descriptions, student advisement sheets, program brochures, etc.
5. Same as #3, plus-Additional program/course promotional materials have been created with attractive, neat, presentable, creative, appropriate design.

C. Occupational Advisory Committee

0. The Occupational Advisory Committee is inactive.
1. Improvement is needed in the area(s) circled in indicator 3.
3. At least five advisory committee members, representative of the occupation, are active as shown by regular attendance at meetings. The instructor meets with the committee at least 2 times a year with a minimum of 3 members in attendance at each meeting. The committee provides input for program improvement, motivational assistance, and evaluation. The committee approves a program of work on an annual basis. The meetings are appropriately scheduled, planned, and documented.
5. Same as #3, plus-The committee actively promotes the program. There is evidence of continuous involvement in program operations. Well-planned, well-organized meetings are evidenced through accurate minutes and agendas.

II. COURSE PLANNING

_____A.. Course Syllabi

0. Individual course syllabi do not exist or are not utilized.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. Course syllabi contain the following components: course overview, specific competencies required, course outline, instructional delivery method, course requirements, course materials, grading and exam policy, instructor availability, and supplementary assistance. Course syllabi are reviewed quarterly and updated as needed. Each student receives a copy of a clear, concise, and correct course syllabus for each course taught.
5. Same as #3, plus-Syllabi are unique and innovative in the way information is presented to student (graphics, charts, color, etc. are used).

_____B. Instructional Plans

0. No objectives exist or broad-term and/or questionable objectives are used. Instructional plans are incomplete or inaccurate.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. Instructional plans include basic components of an organized lesson (preparation, presentation, application, evaluation) and utilize appropriate media. Measurable performance objectives are established for each lesson, are included on each lesson plan or flow chart, are logically sequenced, and are communicated to each student.
5. Same as #3, plus-Instructional plans are exemplary. There is an indication of ongoing review and updating of instructional plans showing changes and revisions over the academic year.

_____C. Course Content

0. Course Content of each course taught has not been reviewed and/or changed in the last year.
1. Improvement is needed in the area(s) circled by Indicator 3.
3. Course content is kept up-to-date, including the standards and methods used in industry. Plans for improvement are based on feedback from the advisory committee, students, graduates, staff development experiences, program evaluations, State standards and guides, occupational surveys, etc. There is evidence of interaction with IFCC.
5. Same as #3, plus-There is evidence that multiple course improvements have been implemented or appropriate requests have been submitted to make the improvements within the last fiscal year.

III. INSTRUCTION

A. Instructional Presentations

0. Instructional presentations are delivered in an unorganized, ineffective manner.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. Instructional presentations are organized to meet objectives, as stated in each course syllabus, utilizing instructional plans and media. A variety of media is used to enhance learning. Active student participation and effective communications with students are evident. The instructor communicates enthusiasm through eye contact with students, facial expression, and voice inflections. Problem solving and/or troubleshooting techniques are incorporated as an integral part of instruction.
5. Same as #3, plus-Instructional presentations utilize a variety of multi-media, computer aided instruction and other methods in an organized manner to assist students in meeting unit objectives. The instructor displays enthusiasm, warmth, patience, as appropriate in dealing with students while controlling a professional classroom atmosphere.

B. Providing for Individual Differences

0. Planning does not take into consideration individual differences in student learning ability and rates of learning.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. Planning for meeting course objectives and standards includes activities, materials, and/or assignments that allow for different abilities, rates of learning, and learning styles among students. Minimum course standards are the same for all students.
5. Same as #3, plus-Planned activities are supplemented by review and advanced materials and/or assignments for those students who are above or below average. These activities are included in lesson plans or flowcharts.

C. Discipline

0. Instructor does not maintain appropriate student discipline.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. Student discipline is maintained by instructor as evidenced by students= remaining on the assigned tasks. Students are required to follow school rules and regulations constantly, and disciplinary actions are handled according to school guidelines. Professional rapport with students is maintained. The instructor is obviously in control of the learning taking place and demonstrate awareness of where each student is in the learning process.
5. Same as #3, plus-Class and lab activities are conducted in a businesslike atmosphere. Instructor counsels students on a one-to-one basis regarding discipline problems. Instructor arranges counseling sessions as needed with students and others including student services and other professionals outside regular class hours.

IV. MANAGING THE INSTRUCTIONAL PROGRAM

A.. Monitoring Student Progress

0. There is no evidence of appropriate, effective and various evaluation instruments and/or system of evaluating student progress.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. A system for evaluating student progress is clear, evident, utilized, and documented. The instructor has appropriate, effective, and various evaluation instruments (written and/or performance) in place and utilizes them for periodic and prompt feedback to the student. These instruments address all State Standards competencies for each course or program and are used to establish official student grades. Course requirements and grading procedures are clear and are in writing on the course syllabus and/or individual lesson sheets. There is evidence of work ethics grading, where applicable.
5. Same as #3, plus-A system is made available for students to monitor their own progress. Student grades are used as counseling tools for helping students to improve performance, identify strengths and weaknesses, and clarify career goals. Students are counseled individually concerning their progress. The evaluation system and instruments are reviewed at least quarterly and revised, if necessary.

B. Maintaining Records and Reports

0. An organized system of maintaining required records and reports is not in place and/or reports are not submitted on time in the correct form.
1. Improvements are needed in the area(s) circled in Indicator 3.
3. An organized method of filing, maintaining and submitting records and reports is evident. All required documentation is organized within the department to substantiate student grades, to indicate progress of advisory committee, and to indicate instructional organization. Records and reports, including student grades and enrollment status, are accurate, complete, and submitted on time.
5. A well-organized, neat departmental filing system is used following a plan for retention and disposal of materials. Records and reports are neat, correct, orderly, and supported by easily accessible documentation or computerized data.

V. MANAGING EQUIPMENT AND SUPPLIES

_____A.. Equipment

0. No system for equipment care, maintenance, and need forecasting is evident.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. Equipment is adequate and up-to-date to support the instructional program. It is maintained in efficient working order and is arranged for safety and efficiency. No students are allowed to operate equipment without proper instruction and/or safety protection. Care of equipment is stressed and included in instruction, if applicable. Plans have been made for repair or removal of unused or inoperable equipment. Requests for identified equipment needs are submitted in the IES annually.
5. Same as #3, plus-A preventive maintenance schedule has been developed and is practiced. Daily checks are made to ensure safety, efficiency, and proper use of equipment. A review of equipment needs is completed yearly with the assistance of the advisory committee. Equipment needs have been prioritized, and long-range plans have been developed for the equipment needed to implement program improvements.

_____B. Inventory Control

0. A formal inventory of equipment, furniture, and tools does not exist.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. A departmental inventory of equipment, tools, and furniture is maintained with daily routine checks, and a formal written inventory is conducted at least annually. A system of supplies inventory control exists. A formal, written procedure is utilized for loans and tracking of equipment to other departments.
5. Same as #3, plus-An up-to-date, quarterly inventory of all instructional tools, equipment, and furniture is maintained for both State inventory items as well as locally purchased equipment. Supply requisitions are based on supply inventory on a quarterly bases.

_____C. Learning Environment

0. The instructional environment is cluttered, unattractive, needs cleaning, and/or is not organized efficiently.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. The classroom(s) lab, office(s), and tool or supply rooms are effectively arranged, safe, clean, attractive, uncluttered, and neat. Space, equipment, tools, and supplies are organized for effective instruction. An effective clean-up procedure is evident. The learning environment is arranged for effective management of the instructional program and student flow. Adequate safety materials, posters, bulletin boards, equipment, tools, and first aid kits-appropriate to the occupation-are available and utilized in the department. Safety is practiced constantly and incorporated within the course content, as appropriate.
5. Same as #3, plus-The department is arranged to provide students with a positive work and learning experience. The departmental environment is inviting and conducive to learning, as evidenced by exceptional displays, bulletin boards, posters, and occupationally- realistic decor. Displays are renewed on a quarterly basis. Innovative methods of stressing safety are utilized. Students and instructors are safety conscious and look for and correct safety hazards.

VI. ADVISING AND COUNSELING STUDENTS

____ A.

Counseling

0. Insufficient or no counseling is done with students.
1. Improvements are needed in the area(s) circled in Indicator 3.
3. Students are oriented to the course or program and are advised and counseled on matters relating to the school, academic program, and/or the occupational employment. Consistent work ethics counseling and feedback are evident. The instructor assists and helps individual students who are below average or in need of extra help. Reprimands and personal counseling are handled in private and treated confidentially. The instructor conveys a sincere concern for their students and treats the students with respect.
5. Same as #3, plus-If assistance cannot be given to a student, that student is referred to specific individuals for help or guidance, usually after personal contact with the person the student is referred to. The instructor often provides extra help and assistance to his/her students in school, academic, and/or occupational endeavors. The instructor stresses the development and importance of work ethics in relation to the chosen occupational field.

____ B.

Office Hours

0. There is no evidence of effective use of office hours.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. Instructor posts and makes effective use of office hours including providing extra help to students, revising and updating curriculum and instructional materials, and completing other administrative duties and paperwork.
5. Same as #3, plus-The instructor's effective use of office hours and outside classroom assistance have directly led to improved and/or updated curriculum/instruction and improved student success. Student opinions of instructor assistance after normal class hours are excellent in the quarterly student opinion surveys.

____ C.

Student Advisement

0. There is no evidence of an organized student advising system.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. Instructor has an organized and effective student advisement system. Instructor utilizes student advisement sheets to track advisees' academic progress and to guide and counsel student advisees effectively in order to assist them in meeting program completion requirements. Instructor gives a copy of the student advisement sheet to all new advisees upon entry into the program. General Education and Developmental Studies instructors must insure that students are enrolled in appropriate General Education/Developmental Studies courses for the students' program.
5. Same as #3, plus-Instructor's advisement and advisement system have not resulted in any advising errors in last year. Student opinion surveys indicated excellent advisement. General Education and Developmental Studies instructors assist in occupational advisement.

VII. PROFESSIONAL/PERSONAL DEVELOPMENT

____ A. Attendance and Punctuality

0. Instructor does not demonstrate regular attendance, punctuality, and/or does not follow school regulations concerning attendance.
1. Improvement is needed; however, the instructor generally complies with attendance guidelines.
3. Instructor demonstrates attendance and punctuality within the guidelines of the personal attendance regulations and follows procedures as outlined in the *Central Georgia Technical College Employee Handbook*.
5. Same as #3, plus-The instructor has an excellent attendance record with less than 2 absences or 3 tardies per quarter.

____ B. Professionalism

0. The instructor does not set a professional example. There is evidence of consistent non-enforcement or non-compliance of the following departmental or school policy, the rule, or regulation: _____
_____.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. The instructor projects a professional image in appearance and actions, respects the rights of others, uses proper channels, is a team player and consistently works toward the good of the institution and its students, while demonstrating a positive attitude and ethical conduct. Instructor enforces and complies with departmental and school policies, rules, and regulations.
5. Same as #3, plus-The instructor maintains an excellent rapport with students, colleagues, supervisors, and administrators. The instructor sets a leadership example and encourages professionalism among colleagues and students. The instructor is cooperative with other school personnel and goes beyond the call of duty to improve the institution, its services, and support of school wide activities _____ as _____ demonstrated _____ in _____.

____ C. Participation in Staff Development

0. The instructor has not met staff development requirements on a timely basis.
1. Improvement is needed in the area(s) circled in Indicator 3.
3. The instructor has cooperated with the instructional supervisors in identifying staff development needs and resources and has completed his/her plans within the required time frame with appropriate documentation.
5. Same as #3, plus-There is evidence that participation in staff development activities beyond those required has resulted in documented improvement within the instructional program.

CENTRAL GEORGIA TECHNICAL COLLEGE INSTRUCTOR EVALUATION SUMMARY

Name _____ Program _____ Date _____

	Pts.
I. Program Planning	
A. Program State Standards & Guides	
B. Program Outline	
C. Occupational Advisory Committee	
II. Course Planning	
A. Course Syllabi	
B. Instructional Plans	
C. Course Content	
III. Instruction	
A. Instructional Presentations	
B. Providing for Individual Differences	
C. Discipline	
IV. Managing the Instructional Program	
A. Monitoring Student Progress	
B. Maintaining Records and Reports	
V. Managing Equipment and Supplies	
A. Equipment	
B. Inventory Control	
C. Learning Environment	
VI. Advising and Counseling Students	
A. Counseling	
B. Office Hours	
C. Student Advisement	
VII. Professional/Personal Development	
A. Attendance and Punctuality	
B. Professionalism	
C. Participation in Staff Development	
Total Points:	

0-45	46-59	60-74	75-89	90-100	Total Points
1	2	3	4	5	Overall Rating

An overall rating of 3 - 5 indicates a satisfactory evaluation.

- 1 - 2 – not met expectations
- 3 - 4 –meets expectations
- 5 –exceeds expectations

Recommendations/Suggestions for Improvement: _____

Proposed Follow-up Assessment of Above: _____

Instructor Comments: (Continue on back, if needed.)

Date Instructor Signature

Note: Signature indicate that the instructor and evaluator(s) have reviewed and discussed this evaluation summary. They do not necessarily indicate agreement.

_____ Satisfactory Evaluation _____ Unsatisfactory Evaluation

Evaluator(s) comments:

Date Evaluator(s) Signature

Date Reviewer(s) Signature