

Greenville College

**Faculty Evaluation Form for
Department Head/ Division Chairperson**

(Revised 02/02 Interim form)

Faculty member being evaluated: _____

Evaluator: _____ Position: _____

Date of evaluation: _____

[Scale: Use the following rating scale for your evaluation:

1= Needs Improvement 2= Satisfactory 3= Good 4= Excellent]

If you check either 1 or 4, please provide supportive narrative for your choice of rating.

Teaching Effectiveness:

	1	2	3	4
Prepares and delivers courses with quality content—the courses are challenging, go beyond the textbook, etc.				
Attains the course objectives in his/her courses.				
Shows effort to constantly improve his/her teaching.				
Shows creativity or innovation in teaching or ways of delivering course content.				

Comments on Teaching Effectiveness (*Required if you give either a 1 or a 4 rating*):

Professional Growth:

	1	2	3	4
Attends meetings, conventions, and workshops in his/her area of expertise.				
Keeps up to date by reading professional books and journals in his/her area of expertise.				
Exhibits professional growth by giving workshops or conferences at professional meetings, offering performances or exhibits, publishing, or by doing research in his/her field.				

Comments on Professional Growth (*Required if you give either a 1 or a 4 rating*):

Effectiveness in Departmental and Committee Work:

	1	2	3	4
Attends department meetings.				
Attends division meetings.				
Attends faculty meetings.				
Assists in problem solving at the department and division level.				
Completes committee assignments.				
Participates in discussions at committee, department and division meetings.				
Effectively advises students in the department.				

Comments on Effectiveness in Departmental and Committee Work (*Required if you give either a 1 or a 4 rating*):

Interpersonal Relationships:

	1	2	3	4
Works well with the Department Head and with the Division Chairperson.				
Works well with other faculty members within his/her department.				
Works well with faculty members of other divisions and departments.				
Works well with members of the staff.				

Comments on Interpersonal Relationships (*Required if you give either a 1 or a 4 rating*):

Additional Contributions:

	1	2	3	4
Attends and participates in community or church activities.				
Participates in different campus activities.				
Represents the college at outside functions.				

Comments on Additional Contributions (*Required if you give either a 1 or a 4 rating*):

What is the importance of this person to your department and to the institution?