

BOWIE STATE UNIVERSITY
Department of History and Government

FACULTY EVALUATION DOCUMENT

Name _____ Date _____
 (Last) (First) (Middle)

Degree/Date _____ Date Began Service at BSU _____

Area of Specialization _____

Present Teaching Area _____

Evaluation of Teaching

Directions: Circle the number in the spaces at the right using 5 as the high rank, 3 as average and 1 as low. If you do not know, then circle dk.

I. Classroom Teaching Effectiveness

1. Presents subject matter fluently.	1 2 3 4 5 dk
2. Shows familiarity with recent research in the discipline in class presentation.	1 2 3 4 5 dk
3. Shows organization and planning in the class presentation.	1 2 3 4 5 dk
4. Varies teaching method as required by learning objectives and student needs.	1 2 3 4 5 dk
5. Uses appropriate teaching aids, including technology.	1 2 3 4 5 dk
6. Makes regular assignments that are geared to student learning needs.	1 2 3 4 5 dk
7. Treats students and student responses with professional consideration.	1 2 3 4 5 dk
8. Creates a climate in which students volunteer to participate.	1 2 3 4 5 dk

II. Portfolio of General Teaching Effectiveness (Documents provided by Instructor)

1. Uses a departmental approved syllabus, or for upper level courses, periodically updates the syllabus. [copy of Syllabus]	1 2 3 4 5 dk
2. Provides evidence of fair procedures in evaluating students based on the learning objectives stated in the syllabus. [see syllabus and copy of recent exam]	1 2 3 4 5 dk
3. Provides evidence of the use of technology as instructional tool. [see syllabus]	1 2 3 4 5 dk
4. Provides evidence of writing assignments. [see syllabus or sample assignment]	1 2 3 4 5 dk
5. Maintains an accurate record of student enrollment, attendance, and grades. [see grade book or file]	1 2 3 4 5 dk
6. Submits all grades, records and reports to the appropriate person on or before the due date.	1 2 3 4 5 dk
7. Provides evidence of assignments and/or discussion strategies that are used to elicit critical thinking and analysis from students.	1 2 3 4 5 dk
8. The instructor and students are on time for class; the instructor regularly holds class at the scheduled time and place.	1 2 3 4 5 dk

EVALUATION NARRATIVE

Faculty

Evaluator

Date

My signature does not imply agreement with the evaluation; only that I have read and discussed the evaluation report. I have been given the opportunity to add my own comments to any and all findings.