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  

Revised 08-31-11/bac
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.