

## NWCC Adjunct Faculty Performance Review

EMPLOYEE NAME:

SUPERVISOR:

DIVISION/DEPARTMENT:

DATE OF REVIEW:

*Instructions: Please check the box that indicates your appraisal of the instructor for each rating factor. If the instructor does not use a particular rating factor in the course of instruction or if you have no knowledge of the instructor's performance in a particular area – you may check Not Applicable. Use the comment area to write in any comments that you feel are necessary to explain your rating of the instructor.*

INSTRUCTION	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
The instructor teaches the course as outlined in the syllabus that is provided to the students.				
The instructor displays enthusiasm for the subject matter.				
The instructor is knowledgeable in the field in which he/she teaches.				

COMMUNICATION	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
The instructor possesses and demonstrates both verbal and written communication skills.				
The instructor follows instructions.				
The instructor demonstrates a professional rapport with students.				

ATTENDANCE/PUNCTUALITY	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
The Instructor teaches each class for the entire period.				
The instructor makes arrangements for class when absence has been approved in advance.				

DEPENDABILITY/ACCOUNTABILITY	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
The instructor keeps accurate records and meets deadlines.				

PROFESSIONALISM	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
The instructor dresses appropriately.				
The instructor deals with discipline and/or behavioral problems in a professional manner.				
The instructor adheres to the faculty responsibilities and policies as defined in the Northwest Policy Manual.				

### INSTRUCTOR COURSE EVALUATIONS - A COMPARISON

List the results of the instructor's course evaluations along with a comparison showing how other faculty members scored on the same measure. Indicate what measure you are using for comparison.

MEASUREMENT TOOL: \_\_\_\_\_

INSTRUCTOR'S OVERALL AVERAGE SCORE: \_\_\_\_\_

COMPARISON SCORE: \_\_\_\_\_

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#### COMMENTS:

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*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR/DIVISION DIRECTOR SIGNATURE:**

**DATE:**

**DEAN/ASSOCIATE VICE PRESIDENT SIGNATURE:**

**DATE:**

**VICE PRESIDENT SIGNATURE:**

**DATE:**

**EMPLOYEE OVERALL RATING:**

*(Please select the rating that best describes the employee)*

**EXCEEDS EXPECTATIONS**

**MEETS EXPECTATIONS**

**NEEDS IMPROVEMENT**

**RECOMMENDATION FOR CONTINUED EMPLOYMENT:**

**RENEWAL**

**PROBATION** *(must complete employee action plan)*

**NON-RENEWAL**

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**EMPLOYEE COMMENTS:**