

Part-time Faculty Evaluation

Part 3: Administrative Evaluation - Contractual Requirements and Professional Responsibilities

I. Contractual Requirements	Meets or Exceeds	Needs Improvement	Does Not Meet
Meets contracted days and hours of service			
Teaches assigned courses, meets duties, and /or provides services consistent with the position announcement			
Meets office hours as required			

II. Works Responsibly Within Program, College and Community	Meets or Exceeds	Needs Improvement	Does Not Meet
Assesses student learning outcomes.			
Responds to requests and meets deadlines for submission of grades, positive attendance rosters, and other student and instructional support documentation.			
Meets professional expectations and follows reasonable business practices in communication and interactions with staff, students, and the community.			
Submits progress reports (if applicable).			
Follows college policies and processes, including those established for leaves and attendance.			
Upholds professional standards of conduct with colleagues and students.			

II. Summary of Administrative Requirements	Meets or Exceeds	Needs Improvement	Does Not Meet