

University of the Virgin Islands
Part-time Faculty Performance Appraisal

College/School and Department:
Part-time Faculty Member:
Syllabus for each course taught:
Classroom observation/date:
Self evaluation submitted/date:
Exemplar instructional materials submitted:
Appraisal Summary date:
Appraisal Meeting date:
Date of previous Performance Appraisal:
Overall rating on this Performance Appraisal:

All Part Time faculty teaching at UVI will be reviewed on a regular basis by the Chair or an appropriate person designated by the Chair or Dean. Part-time Faculty will be evaluated at least once every two semesters of teaching. A Performance Appraisal Portfolio (PAP), consisting of the documents described below, will be used in the review process. After reviewing the PAP, the Reviewer will prepare an Appraisal Summary (see below) with an overall rating, to be shared with the faculty member. The Chair and Faculty Member will discuss the PP and Performance Summary in a one on one meeting.

For part-time faculty teaching for the first semester at UVI a preliminary review will be completed by mid-term of the first semester. At a minimum, the Reviewer will evaluate the syllabus, and the classroom observation. The first full evaluation will occur by mid-semester of the second semester teaching at UVI.

Performance Appraisal Portfolio:

Required items:

- Syllabus (for each course taught)
- Student evaluations of teaching (for all courses taught)
- Classroom observation by Chair or other designated full time faculty member
- Final exam copy (for each course taught)
- Self evaluation (1 p maximum) addressing
 - pedagogical approach- instructional strategies, use of technology, use of active learning
 - availability to and interactions with students
 - recording and reporting student data including grades, attendance, final grade reports and other required documents
 - what is going well with their teaching
 - how their teaching might be improved/changed next time

Optional items:

- Any exemplar instructional materials demonstrating excellence in teaching

- Any additional information required by different Schools/Colleges

Timeline:

In general, Performance Appraisals for PTF will occur in the Spring semester

- By mid-semester:
 - Classroom observation by the designated full-time faculty person will be shared and discussed with the PTF
 - PTF will submit a Self-evaluation
 - The PTF and Chair will assemble the PAP for review by the Chair
- Within two weeks of PAP completion Chair shares Performance Summary with PTF
- Within two weeks of Performance Summary submission to PTF, Chair and PTF meet to discuss Performance Appraisal

PTF Appraisal summary

Name:

Date:

Reviewer:

- 1) The PTF member provides students with a student-learning focused syllabus, including student learning outcomes, grading scheme, assignments, and schedule, by the first week of class.

____ Yes ____ No

Comments/Recommendations:

- 2) The PTF member is fully prepared for class sessions.

____ Strongly Agree ____ Agree ____ Disagree ____ Strongly Disagree

Comments/Recommendations:

- 3) The PTF member uses a variety of instructional strategies designed to assist the learner in meeting the objectives of the course.

____ Strongly Agree ____ Agree ____ Disagree ____ Strongly Disagree

Comments/Recommendations:

- 4) The PTF member demonstrates knowledge of current ongoing developments and practices in her/his professional discipline.

____ Strongly Agree ____ Agree ____ Disagree ____ Strongly Disagree

Comments/Recommendations:

- 5) The PTF member uses appropriate materials and/or equipment to meet course objectives

____ Strongly Agree ____ Strongly Disagree ____ Agree ____ Disagree

Comments/Recommendations:

- 0) 6) The PTF member makes herself/himself available for assisting students in achieving their learning outcomes.

____Strongly Agree ____Agree ____Disagree ____Strongly Disagree

Comments/Recommendations:

- 0) 7) The PTF member is prompt and accurate in recording and reporting student data including early alerts, grades (mid-term and final), attendance, and other requested information.

____Strongly Agree ____Agree ____Disagree ____Strongly Disagree

Comments/Recommendations:

- 0) 8) The faculty member follows appropriate procedures for absence by notifying the Department Chair or the designee and provides an assignment during his/her absence.

____Strongly Agree ____Agree ____Disagree ____Strongly Disagree

Comments/Recommendations:

- 9) The faculty member follows any departmental and College/School procedures and guidelines.

____Strongly Agree ____Agree ____Disagree ____Strongly Disagree

Comments/Recommendations:

- 0) 10) The faculty member consistently demonstrates:

- a. A positive, cooperative and supportive attitude toward students and other faculty.

____Strongly Agree ____Agree ____Disagree ____Strongly Disagree

Comments/Recommendations:

Performance Appraisal Overall rating:

Far exceeds expectations

-consistently surpasses expectations and is outstanding among peers

Exceeds expectations

-surpasses expectations on a regular basis, making a valuable contribution to the University

Expected performance

-consistently meets expectations, is fully competent and is performing satisfactorily

Needs improvement

-not meeting expectations & needs improvement in some areas

Unsatisfactory performance

-below expectations in most areas, and has shown no improvement

Comments/Recommendations:

(Print Name)
Evaluator's Acknowledgment
Date: _____

***(Signature)**

(Print Name)
Faculty Member's Acknowledgment
Date: _____

***(Signature)**

**Signatures do not indicate agreement with any of the comments/recommendations contained within this evaluation. Rather, signatures indicate that the information was reviewed and discussed.*

Revised March 2017