

**IMPERIAL VALLEY COLLEGE
EVALUATION OF PROFESSIONAL DUTIES AND RESPONSIBILITIES
TEACHING FACULTY**

Faculty Member: _____ Semester: _____

Faculty Member's Status (circle): Tenure Review Full-Time Permanent Full-Time Temporary Part-time

Date of Evaluation: _____ Evaluator: _____

Scoring: NA = Not Applicable 2 = Competent 4 = Very Good
 1 = Marginal or Unsatisfactory 3 = Above Average 5 = Exceptional

		<i>Mark Appropriate Response</i>					
I.	Performance of professional responsibilities:	NA	1	2	3	4	5
	A. Holds class consistently as scheduled						
	B. Maintains and submits appropriate records						
	C. Posts and maintains regular office hours						
	D. Participates in the development, assessment, and evaluation of student learning outcomes as appropriate						
	E. Other professional responsibilities						
Comments:							

		<i>Mark Appropriate Response</i>					
II.	Performance of departmental and campus duties:	NA	1	2	3	4	5
	A. Attends appropriate division, department, or office meetings						
	B. Serves on campus committee(s)						
	C. Other departmental or campus duties						
Comments:							

Faculty Member Name

Signature

Evaluator Name

Signature