

**IMPERIAL VALLEY COLLEGE
EVALUATION OF PROFESSIONAL DUTIES AND RESPONSIBILITIES
NON-CLASSROOM 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. Performs specific duties as directed						
	B. Participates in regular improvement of area						
	C. Posts and maintains regular office hours						
	D. Conducts workshops or training						
	E. Participates in the development, assessment, and evaluation of student learning outcomes/service area outcomes as appropriate						
	F. Attends optional professional organization activities						
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