

PILOT DOCUMENT
ILLINOIS VALLEY COMMUNITY COLLEGE
Evaluation of Non-Tenured Lab Instructors

Instructor: _____

Date: _____

Laboratory: _____

Evaluator: _____

PART I

Please place a mark next to the response that best describes the lab observation in each area.

EE = Exceeds Expectations

ME = Meets Expectations – The faculty member is doing his/her job, and doing it well.

DN = Does Not Meet Expectations

NA = Not Applicable

DNO = Did Not Have Occasion To Observe

*Any item identified as “Does Not Meet Expectations” must be specifically addressed in the written comments.

Subject Matter

1. Demonstrates knowledge of the subject

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

2. Demonstrates knowledge of current trends in the field

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

3. Evidence exists that course syllabi will be completed as schedule

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

4. Displays enthusiasm for the subject matter

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

5. Shows concern that students understand and learn material

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

6. In cooperation with other departments, continually reviews and updates curriculum

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

Evaluator’s Comments (Required):

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Teaching Techniques

7. Has the ability to work independently
EE ___ ME ___ DN* ___ NA ___ DNO ___
8. Presents well-prepared material in an organized manner
EE ___ ME ___ DN* ___ NA ___ DNO ___
9. Demonstrates the ability to use lab time effectively
EE ___ ME ___ DN* ___ NA ___ DNO ___
10. Makes explanations logical and understandable
EE ___ ME ___ DN* ___ NA ___ DNO ___
11. Has lab objectives that are consistent with the course syllabi
EE ___ ME ___ DN* ___ NA ___ DNO ___
12. Uses supplementary materials that are applicable to the course objectives
EE ___ ME ___ DN* ___ NA ___ DNO ___
13. Engages students in active learning
EE ___ ME ___ DN* ___ NA ___ DNO ___
14. Coordinates and provides informal tutoring
EE ___ ME ___ DN* ___ NA ___ DNO ___
15. Exhibits creativity and willingness to try new things
EE ___ ME ___ DN* ___ NA ___ DNO ___

Evaluator's Comments (Required):

Motivation of Students

16. Demonstrates a willingness to help students
EE ___ ME ___ DN* ___ NA ___ DNO ___
17. Maintains an environment conducive to learning
EE ___ ME ___ DN* ___ NA ___ DNO ___
18. Displays respect and courtesy to students
EE ___ ME ___ DN* ___ NA ___ DNO ___
19. Builds rapport with and relates to students
EE ___ ME ___ DN* ___ NA ___ DNO ___
20. Provides hands-on situations for students to practice critical thinking
EE ___ ME ___ DN* ___ NA ___ DNO ___

Evaluator's Comments (Required):

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PART II

The following should be completed through a dialogue between the instructor and the evaluator.

Student Expectations/Assessment

21. How are clear and appropriate expectations communicated to students? (outside assignments, exams, papers)

22. How is student progress monitored on a regular basis?

Media and Materials

23. How is appropriate instructional technology integrated into instruction?

24. How are technological skills consistently upgraded?

Teaching Techniques

25. How are teaching techniques and methods adjusted to the wide range of abilities and varied learning styles of students?

26. What informal assessment techniques are used to determine that students understand the material that has been taught?

27. How are students encouraged to apply knowledge or skills to real world situations or to other academic areas?

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Administrative

28. Hires, trains and supervises student workers/lab instructors

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

29. Prepares and manages the budget effectively

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

30. Plans and maintains a schedule for lab classes and events

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

31. Demonstrates knowledge of handling and disposal of hazardous materials

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

32. Maintains, monitors and supervises the security and safety of the lab

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

33. Maintains instructional supply inventory

EE ___ **ME** ___ **DN*** ___ **NA** ___ **DNO** ___

Evaluator's Comments (Required):

34. Are organizational skills of the laboratory instructor evident?

35. Is the instructor knowledgeable about the support services of the college?

36. How does the laboratory instructor maintain a professional relationship and coordinate instruction with appropriate college faculty?

Instructor

Date

Dean

Date