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):
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):
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?
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