**Department Chair Faculty Evaluation**

* Adjunct faculty members will be evaluated during their first term of service, and at least once per academic year thereafter
* Visiting Faculty are evaluated in their first and second year.
* Assistant Lecturers and Professors of the Library are evaluated by Department Chair in their first year. Later evaluations are conducted by Area Chair

**Faculty Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Adjunct faculty first term of service or returning after more than a year without serving as adjunct**
* **Continuing adjunct faculty member from prior academic year**
* **Visiting Faculty member in their first year**
* **Visiting Faculty member in their second year**
* **Assistant Lecturer or Professor of Library in their first year**

**Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Department Chair Faculty Evaluation is the College’s assessment tool to review the teaching performance of adjunct faculty, visiting faculty, and Assistant Lecturers and Professors of the Library (first year). The form and Teaching Reflection are to be completed by the faculty member and sent to the Department Chair by **February 15.** If an adjunct faculty member is teaching for only one academic term, the form and reflection are due by the last day of final exams for the term. The Department chair should meet with the faculty member to discuss their reflection and course evaluation materials from the prior term. The Department Chair writes a brief review that includes developmental feedback. The signed evaluation form, faculty reflection, and Department Chair review should be combined into a single pdf document. This document should be retained in the department, and copies sent to the faculty member, Provost’s Office, and Rhonda Constance (rconstan@bsc.edu) by no later than **May 15**.

**To be completed by the faculty member:**

*Teaching Reflection:* Please reflect on your teaching this year. Address your successes and challenges, as well as how you monitor your teaching effectiveness. You may also comment on service to the College or scholarship if applicable. Your narrative should be kept to one page in length.

Signature of faculty member upon submission:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the Department Chair:**

1. Courses taught: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Class visit by Department Chair or a departmental colleague:

Course(s) visited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of visit(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Meet with faculty member: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Read Teaching Reflection: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Review course evaluation(s): Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Attach a brief review of the faculty member that includes developmental feedback.

Signature of Department Chair upon completion of review:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_