

## Annual Instructor Evaluation

### Pikes Peak Community College

Evaluates the instructor's ability to meet basic job requirements as outlined in the job description and educational policies of Pikes Peak Community College. Student evaluations will be used to discover trends in the instructor's interaction with the students and may be noted on this form.

*This evaluation shall be completed on an annual basis for all instructors. Instructors are to be made aware of these results and given a chance to document a response. Please mark yes, no or not applicable in the blank next to each statement.*

**Instructor:**

**Department:**

**Evaluator:**

**Title:**

#### JOB RESPONSIBILITIES

	Instructor meets all schedule classes/labs/clinics on time and provides instruction in accordance with the philosophy and objectives of the college and the Department Chair's approved course outline.
	Instructor informs students of course requirements through a course syllabus, including: specific objectives means of attaining objectives and methods of instruction and grading.
	Instructor maintains an online gradebook that is kept current.
	Instructor maintains course materials that are clear, in accessible format, complete, and relevant (may include syllabus, D2L shell, and other materials)
	Instructor evaluates students on a continuing basis to allow them to be aware of their own progress.
	Instructor maintains and submits records such as no shows lists, grades and attendance documentation in a timely manner as required by policies and procedures.
	Instructor is easy to contact, and responds to contacts by the department.
	Instructor maintains required credentials, licenses, certifications as appropriate, proficiency and up-to-date knowledge in the subject matter area
	If applicable, instructor conducts field trips/clinical sessions in a manner that assures a safe learning environment for students
	When possible, instructor recommends instructional materials, textbooks, appropriate instructional equipment and library supportive reference materials

**Please provide comments that support your evaluation (if any):**

**Trend Observed in Students' Evaluations of the Instructor:**

**Meets Expectations**

**Does not Meet Expectations**

**INSTRUCTOR'S RESPONSE TO EVALUATION (if any):**

**Supervisor/Evaluator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(This signature verifies that the instructor has reviewed this form and has been provided with an opportunity to document a response.)

**Associate Dean Signature** \_\_\_\_\_ **Date** \_\_\_\_\_