



**MARTIN COMMUNITY COLLEGE**  
**INSTRUCTOR (SUPERVISOR) EVALUATION**

Name: \_\_\_\_\_

Review Period: \_\_\_\_\_

Position Title: \_\_\_\_\_

Type of Review: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Rating:</b>	<b>A = Exceed Expectations</b>	<b>B = Meets Expectations</b>	<b>C = Partially Meets Expectations</b>	<b>D = Does Not Meet Expectations</b>	<b>E = Not Applicable</b>
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**I. Instruction**

	A	B	C	D	E
1. Demonstrates competency in subject matter					
2. Appears at ease and in control of learning situation					
3. Provides an atmosphere that encourages students to work effectively					
4. Gives feedback in a timely manner					
5. Designs and administers an online course that is organized and easy to navigate					
6. Provides a balance between publisher material and instructor-created material					
7. Engages with students online at least twice a week ( <i>online instruction only</i> )					
8. Communicates a well-defined online attendance policy that is clear and easy to understand (for both students and administration) that includes information about the difference between "W" and "AW"					
9. Utilizes the gradebook effectively and defines grades in a way that is easy for students to understand					
10. Answers student emails in a timely manner ( <i>within 24 hours weekdays, 48 hours weekend</i> )					

**II. Organizing and Planning**

	A	B	C	D	E
11. Prepares and shares with students a course syllabus which defines learning objectives (LO) and schedule of instruction					
12. Provides a quality program of student evaluation consistent with LO					
13. Selects textbooks that are appropriate for LO and reading levels of students					
14. Selects instructional materials that are current and consistent with LO					
15. Plans for effective use of external resources (IE advisory committees, live projects, field trips, guest speakers, etc.)					
16. Identifies and requests instructional materials, library resources, and equipment as appropriate					

**III. Student-Faculty Relations**

	A	B	C	D	E
17. Demonstrates an interest in students					
18. Is accessible to students					
19. Relates to students as individuals					
20. Is professional in dealing with students					
21. Is fair and impartial					

**IV. Advisory Role**

	A	B	C	D	E
22. Aids students with the development and execution of a program of study					
23. Monitors student progress and maintains appropriate records					
24. Follows up on student problems and/or makes appropriate referrals					
25. Serves as a professional reference for students					

**V. Institutional Procedures**

	A	B	C	D	E
26. Submits reports which are accurate and on time					
27. Manages budgetary resources effectively					
28. Maintains accurate records as required					
29. Is punctual					
30. Properly cares for equipment and facilities					
31. Participates in recruitment					

**VI. Professionalism**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
32. Respects rights and opinions of others					
33. Seeks constructive resolution to conflicts or differences with other personnel					
34. Effectively carries out committee and special assignments					
35. Accepts feedback in order to improve teaching					

**Supervisor's Comments:**

**Instructor's Comments:**

Instructor: My signature does not necessarily constitute agreement with the contents of this report but verifies that I have read and had the opportunity to discuss them with the evaluator.

Supervisor: My signature signifies that I have seen evidence demonstrating expectations have been met or there has been lack of evidence to provide a positive evaluative mark. My evaluation of the instructor is accurate as the evidence provided.

\_\_\_\_\_  
*Instructor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*