

**GAVILAN COLLEGE  
ADMINISTRATIVE EVALUATION  
OF PART-TIME FACULTY**

Faculty Name: \_\_\_\_\_  
 Discipline/s Course/s: \_\_\_\_\_  
 Semester: \_\_\_\_\_  
 Date \_\_\_\_\_

<b><u>I. Student Evaluation Review:</u></b>	<u>Unsatisfactory</u>	<u>Needs Improvement</u>	<u>Satisfactory</u>
• Syllabus and Course Introduction	_____	_____	_____
• Assignments, Projects or Activities	_____	_____	_____
• Text or Hand-out materials	_____	_____	_____
• Written Examination	_____	_____	_____
• Rapport with Instructor	_____	_____	_____
• Organization and preparations of course material	_____	_____	_____
• Explanation of concepts and principles	_____	_____	_____
• Ability to create interest in course materials	_____	_____	_____
• Apparent knowledge of material	_____	_____	_____
• Enthusiasm in teaching students	_____	_____	_____
• Responsiveness to class experiencing difficulty in understanding material	_____	_____	_____
• Use of examples and illustrations	_____	_____	_____
• Motivation of students	_____	_____	_____
• Contributes to students' ability to reason independently	_____	_____	_____

Comments:

**II. Course Material Review:**

Unsatisfactory                      Needs Improvement                      Satisfactory

A. SYLLABUS:

- Basic Information, i.e. Course number, Title, Term, Year, Faculty name, Office hours  
\_\_\_\_\_
- Course Details, i.e. Brief course description, prerequisites, advisories, required text and materials, learning outcomes, chronological schedule, due dates for tests and assignments  
\_\_\_\_\_
- Evaluation/Grading, i.e. Grading criteria identified and completed requirements  
\_\_\_\_\_
- Attendance policy  
\_\_\_\_\_
- ADA accommodation statement  
\_\_\_\_\_
- Occupational/Vocation statement  
\_\_\_\_\_
- Student honesty policy reference statement  
\_\_\_\_\_

Comments:

B. EXAMS, Multiple measures used  
\_\_\_\_\_

C. HANDOUTS, Clear and informative  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
**Reviewed by Administrator**

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