

## Annual Faculty Evaluation Rubric

Chair/Dean will complete and discuss with faculty member. Each item scored on a scale (1-4, N/A or X=limited opportunity to observe). Rating of 1=highest score, 4=lowest score. Score each item by circling the appropriate score. Access to Blackboard courses is available to the evaluator, who may also seek input from other parties regarding this evaluation (such as committee chairs and organization leadership). Indicate areas that need special attention by circling the item number.

The following is a confidential evaluation of \_\_\_\_\_

Evaluation for Academic Year \_\_\_\_\_ Department/Division: \_\_\_\_\_

### Teaching and Instruction

	High Score			Low Score		limited observation	
1. Syllabi are in the approved university format and reflect appropriate resources for the course.	1	2	3	4	NA	X	
2. Syllabi contain information regarding professional standards, competencies, learning outcomes, and/or course objectives.	1	2	3	4	NA	X	
3. Faculty member keeps course content consistent with the syllabus.	1	2	3	4	NA	X	
4. Faculty member keeps course materials (syllabus, text, notes, etc.) current.	1	2	3	4	NA	X	
5. Faculty member makes effective use of facilities, equipment, materials, and supplies.	1	2	3	4	NA	X	
6. Faculty member grades and returns papers in a timely manner.	1	2	3	4	NA	X	
7. Faculty member has a grading system that is justifiable and consistent.	1	2	3	4	NA	X	
8. Faculty member maintains appropriate records and files.	1	2	3	4	NA	X	
9. Faculty member is consistently available during posted office hours.	1	2	3	4	NA	X	
10. Faculty member has expectations of students appropriate for the level of the course.	1	2	3	4	NA	X	
11. Faculty member advises students in a number appropriate for the department/division.	1	2	3	4	NA	X	
12. Faculty member utilizes relevant technology in delivery of courses.	1	2	3	4	NA	X	
13. Faculty member effectively supervises clinical/laboratory classes.	1	2	3	4	NA	X	

## Professional Development and Scholarship

	High Score		Low Score		limited observation	
14. Faculty member maintains necessary/appropriate licensure/certification.	1	2	3	4	NA	X
15. Faculty member attends/participates in an appropriate number of professional development activities.	1	2	3	4	NA	X
16. Faculty member is making satisfactory progress toward (or has completed) a terminal degree.	1	2	3	4	NA	X
17. Faculty member stays current in the discipline through conference/seminar/workshop attendance and/or other continuing education activities.	1	2	3	4	NA	X

## Institutional and Community Involvement

18. Faculty member contributes to institutional and departmental projects, studies, reports, reviews, grant applications, recruitment and advising.	1	2	3	4	NA	X
19. Faculty member is an active participation in committees (assigned, appointed, and/or elected).	1	2	3	4	NA	X
20. Faculty member represents Northwestern in a positive way via active involvement in civic organizations, volunteer programs and events, collaborations with area schools, attendance at university sponsored events, etc.	1	2	3	4	NA	X

COMMENTS:

Date of evaluation discussion with faculty member: \_\_\_\_\_

Faculty Member: \_\_\_\_\_  
(Signature indicating faculty member has seen the evaluation)

Chair/Dean: \_\_\_\_\_  
(Signature)