

**SOUTHERN UNIVERSITY AT SHREVEPORT**  
**Division of Academic and Student Affairs**  
**Faculty Evaluation by Department Chair**

NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

DIRECTIONS: *Record all identifying information and responses on this evaluation form.*

**RATING SCALE:**

- 5 - *Always*
- 4 - *Most Often*
- 3 - *Often*
- 2 - *Sometimes*
- 1 - *Never*

**INSTRUCTIONAL RESPONSIBILITIES:**

- \_\_\_\_ 1. Is dependable.
- \_\_\_\_ 2. Completes assigned tasks, reports, etc. on time.
- \_\_\_\_ 3. Is knowledgeable concerning the affairs of the department.
- \_\_\_\_ 4. Has adequate knowledge of his/her subject matter.
- \_\_\_\_ 5. Demonstrates a knowledge of current issue, trends, and techniques in his or her field.
- \_\_\_\_ 6. Is actively involved in professional development activities (attend and participate in conferences, meetings, lectures, seminars, symposia and workshops.)
- \_\_\_\_ 7. Participates in student recruitment.
- \_\_\_\_ 8. Promotes a viable effort for student retention in the department.
- \_\_\_\_ 9. Participates in community service activities (public and private industry).
- \_\_\_\_ 10. Presents academic papers or participates on panels at conferences, seminars, or through lectures other than in the classroom setting.
- \_\_\_\_ 11. Disseminates course syllabi.

- \_\_\_12. Attends University functions.
- \_\_\_13. Adequately covers the material referenced in the outline(s).
- \_\_\_14. Gives assignments (test, quizzes, homework, reports, etc.) that reflect the scope and depth of the course content as described in the course syllabus.
- \_\_\_15. Maintains posted office hours for conferences and advisement.
- \_\_\_16. Meets classes regularly and punctually.
- \_\_\_17. Has communication skills (oral and written) adequate for teaching.
- \_\_\_18. Proctors exams and tests to ensure academic integrity.
- \_\_\_19. Is flexible in accepting teaching responsibilities, including integrating new knowledge and technology.
- \_\_\_20. Participates on University committees.

COMMENTS:

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*Score for Instructional Responsibilities:* \_\_\_\_\_

Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SOUTHERN UNIVERSITY AT SHREVEPORT**  
**Division of Academic and Student Affairs**  
**Faculty Evaluation by Department Chair**  
**Performance Evaluation Results**

NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

DIRECTIONS: *Please type performance evaluation results on this form.*

Total Score: \_\_\_\_\_

Maximum Score Possible: \_\_\_\_\_

Performance Rating:

Below performance Requirements (Below 70 Points)	_____
Meets Performance Requirements (70-79 Points)	_____
Exceeds Performance Requirements (80-89 Points)	_____
Substantially Exceeds Performance Requirements (90-100 Points)	_____

Recommended for continuation as Chair:      Yes\_\_\_\_\_      No\_\_\_\_\_

Faculty Member's Signature\_\_\_\_\_ Date\_\_\_\_\_

Department Chair's Signature \_\_\_\_\_ Date\_\_\_\_\_