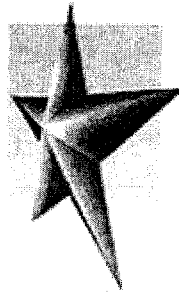


Tarrant County College District



Monday
Nov 6
8 AM

INSTRUCTOR APPRAISAL

The Instructor Appraisal package consists of the following items:

- Instructional Visitation Appraisal
- Professional Responsibility Appraisal
- Student Appraisal
- Self Appraisal
- Evaluator/Instructor Conference
- Appraisal Summary Memo

The purpose of the appraisal procedure is to provide the instructor and the evaluator with an opportunity to work together in maintaining the high quality of instruction at Tarrant County College. The appraisal package will be used for all professional instructional personnel in the TCC District. The results of the appraisal will be used both for administrative purposes and instructional improvement.

INSTRUCTOR:

Andrew Hill

SEMESTER:

2006 Fall

COLLEGE ID NUMBER:

0850932

INSTRUCTIONAL VISITATION APPRAISAL

Instructor Andrew Hill Date/Year 2006 Fall
 Course Number PHIL 1301 Course Title Introduction to Philosophy Section Number _____
 Division Humanities Dept/Program Social Sciences
 Evaluator's Signature _____ Campus ☐ NE ☒ NW ☐ S ☐ SE

Rate the instructor during your instructional visitation on each item. Four (4) is expected performance by the instructor. Decreasing numbers (3 to 1) indicate less effective performance, with one (1) representing the lowest or unsatisfactory performance. Any rating less than four (4) must be explained below. Increasing numbers (5 to 7) indicate more effective performance, with seven (7) indicating the highest or exceptional performance.

Unsatisfactory		Satisfactory		Exceptional	Not Applicable Today NA			
1		2	3	4	5	6	7	
<u>6</u>	1.							Clarity of today's objectives.
<u>6</u>	2.							Teaching methods/skills
<u>6</u>	3.							Use of support materials (media, equipment, etc.)
<u>NA</u>	4.							Laboratory materials/supplies/equipment organized and accessible for student use
<u>6</u>	5.							Mastery of the course content.
<u>6</u>	6.							Explanation of important ideas
<u>6</u>	7.							Relevant student involvement encouraged in the class
<u>6</u>	8.							Students' viewpoints accepted that differed from instructor's
<u>6</u>	9.							Attitude of students in the class toward the instructor
<u>6</u>	10.							Enthusiasm and poise communicated
<u>6</u>	11.							Voice projection clear and understandable
<u>6</u>	12.							English usage, including vocabulary and grammar
<u>6</u>	13.							Class time utilization

Approaches: ☒ Lecture ☐ Demonstration ☒ Discussion ☐ Seminar ☐ Laboratory
 Other _____

Explanation for items marked less than four (4):

What impressed you most about this class?

Very student-learning oriented. Good rapport with each student. Repetition of key ideas.

(If more space is needed, use another page)

PROFESSIONAL RESPONSIBILITY APPRAISAL

Instructor Andrew Hill Date/Year 2006 Fall
 Division Humanities Dept/Program Social Sciences
 Evaluator's Signature _____ Campus ☐ NE ☒ NW ☐ S ☐ SE

Rate the instructor on each item. Four (4) is expected professional performance by the instructor. Decreasing numbers (3 to 1) indicate less effective performance, with one (1) representing the lowest or unsatisfactory performance. Any rating less than four (4) must be explained below. Increasing numbers (5 to 7) indicate more effective performance, with seven (7) indicating the highest or exceptional performance.

(ITEMS MARKED WITH AN ASTERISK () ARE OPTIONAL FOR PART-TIME INSTRUCTORS.)*

Unsatisfactory			Satisfactory			Exceptional	Not Applicable Today
1	2	3	4	5	6	7	(N/A)

A. INSTRUCTIONAL RESPONSIBILITIES:

- 6 1. Meets classes as scheduled
- 6 2. Completes assigned responsibilities
- 6 3. Distributes course information documents
- NA 4. Assists in preparation of syllabi, student/teacher documents, objectives*
- 6 5. Maintains office hours as scheduled
- 6 6. Plans and organizes class presentation
- 6 7. Designs lesson assignments to meet course objectives
- 6 8. Keeps teaching materials/presentations updated
- 6 9. Encourages students to do critical thinking and analysis
- 6 10. Encourages relevant student involvement in class
- 6 11. Encourages students to ask questions, disagree, and express ideas
- 6 12. Grades student work according to standards and objectives of the course

B. ADMINISTRATIVE RESPONSIBILITIES:

- 6 13. Maintains accurate attendance and grade records
- 6 14. Meets deadlines (registrar, department, division, etc.)
- NA 15. Stays informed about TCC policies and procedures as presented in the Policies and Procedures Manual, Campus Faculty Handbook, and other official College documents

C. PROFESSIONAL RELATIONSHIPS

- 6 16. Establishes rapport and cooperation with students, colleagues, staff and administration
- NA 17. Contributes to growth of colleagues and profession by sharing ideas, techniques, materials, etc.
- 6 18. Contributes to achieving missions of TCC District and assigned campus

D. PROFESSIONAL GROWTH

- 6 19. Keeps abreast of developments in subject and in instructional techniques
- NA 20. Participates in professional development activities*
(i.e. maintains membership/participates in professional organizations; earns course credit/pursues advanced degree; participates in workshops, seminars, institutes; etc.)

E. SPECIAL CONTRIBUTIONS

- NA 21. Performs special services for the campus and/or community*
(i.e. develops new courses/programs; originates instructional techniques/materials of value to students/colleagues; sponsors clubs/other student organizations; serves as officer/committee member in campus/district activities; conducts research/publishes articles/books; participates in community organizations or programs; etc.)

Explanation for items marked less than four (4):

EVALUATOR'S APPRAISAL SUMMARY

Instructor Andrew Hill

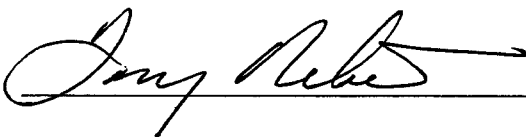
Division Humanities

Dept/Program Social Sciences

Conference Date _____

Mr Hill is an excellent communicator and is very concerned that his students have a genuine learning experience ... not just a lecture. Students report that he has a unique ability to "connect" with the class, that he shows a genuine "interest" and "love" for his subject and students, and that he emphasizes what students should know. JCC is fortunate to have such a student-centered and well-loved instructor.

Evaluator's Signature



Date

12-01-06

