

Contract Non-Teaching Faculty Observation Form

Name: _____

Date: _____

Location: _____

Time: _____

Observer's Name: _____

Professionalism	
Keeps current on trends & development in professional field and shows evidence in maintaining professional growth	
Has a good rapport with colleagues	
Accepts criticism	
Submits required departmental reports on time	
Maintain adequate and appropriate records	
Observe health and safety regulations	
Attend required meetings	
Professional Contributions	
Makes contributions to the department/college	
Serve effectively on special assignments, committees, projects, research and development areas as needed by the department/college	
Bears an appropriate share of responsibilities	
Promote students' access to college wide services	
Communicate well with faculty and staff	
Provide students with materials that are appropriate to needs, able to refer students appropriately when necessary	
Strive to maintain an environment conducive to study, data collection and learning	
Demonstrates sensitivity in working with diverse populations of students	
Works effectively with faculty and staff	

Observer Comments:

Additional comments for areas that have not been addressed:

Contract Faculty Member Comments:

Evaluator Signature

Date

Contract Faculty Member Signature

Date