

NHTI – CONCORD’S COMMUNITY COLLEGE

Adjunct Evaluation and Self-Reflection on Teaching and Learning Effectiveness

Name: _____ Semester: _____
 Date: _____ Department Chair/Supervisor: _____
 Department: _____ Level: _____

Directions: The purpose of this evaluation is to identify strengths and areas of your teaching in need of improvement. It is intended as a tool for continuous improvement. Before filling out this document, read through all student evaluations. Provide an honest appraisal. In addition to checkboxes, each section includes a comment section for examples, explanations and reflection.

- Please complete the attached self-evaluation; return the completed form to your Department Chair **after you have reviewed the student evaluations** for your course and no later than two weeks after the final day of the semester (**December 31, 2020**-final pay of the semester).
- Your Department Chair will review the self-evaluation, review student evaluations, and provide comments and feedback to you in the sections indicated on the evaluation form as soon as possible.
- A copy of the evaluation will be retained in the departmental files and a copy will be sent to Academic Affairs.

I. Course Planning

	Yes	No
My syllabi are posted on Canvas for all courses for which I am responsible:	<input type="checkbox"/>	<input type="checkbox"/>
My syllabi contain all the essential information:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Course Number <input type="checkbox"/> Course Title <input type="checkbox"/> Course Section <input type="checkbox"/> Credit Hours <input type="checkbox"/> Prerequisites <input type="checkbox"/> Semester <input type="checkbox"/> Faculty Name <input type="checkbox"/> Faculty contact information <input type="checkbox"/> Faculty Availability/response time <input type="checkbox"/> Course Description (as defined in the course catalog) <input type="checkbox"/> Learning Outcomes (as defined by the Academic Department) <input type="checkbox"/> Canvas Policy <input type="checkbox"/> Required Course Materials and Resources (as approved by the Academic Department)	<input type="checkbox"/> Course Grade Calculation (How the final course grade will be calculated) <input type="checkbox"/> Grading Schema (as approved by the Academic Department) <input type="checkbox"/> The following statement: This syllabus is to be used as a guide; it contains information about the course, how it will be taught, what will be required of students and assessment methods that will be used. All information is subject to change at any time. <input type="checkbox"/> Course Schedule (including course topics or concepts, Assignments/assessments and due dates, and meeting days and times for face-to-face classes) <input type="checkbox"/> Attendance Policy <input type="checkbox"/> Late Assignment Policy <input type="checkbox"/> Grade and Assignment Feedback Availability <input type="checkbox"/> Academic Affairs Notice	

II. Classroom Environment and Management

	Yes	No
1. I use an appropriate variety of learning resources to deepen learning and vary delivery (videos, PowerPoint, readings and research opportunities beyond the textbook etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2. I manage students and the learning environment effectively and efficiently	<input type="checkbox"/>	<input type="checkbox"/>
3. I respond to student questions clearly and concisely	<input type="checkbox"/>	<input type="checkbox"/>
4. I have a process for answering questions when I do not know the answers immediately	<input type="checkbox"/>	<input type="checkbox"/>
5. I facilitate understanding of content through open dialog	<input type="checkbox"/>	<input type="checkbox"/>
6. I encourage collaborative student work	<input type="checkbox"/>	<input type="checkbox"/>
7. I provide real-time feedback to enhance learning	<input type="checkbox"/>	<input type="checkbox"/>
8. I encourage all students to engage in class discussion	<input type="checkbox"/>	<input type="checkbox"/>
9. I effectively manage the eager students who would otherwise dominate class discussion	<input type="checkbox"/>	<input type="checkbox"/>
10. I maintain a culture of respect and sensitivity to diversity, including a diversity of viewpoints	<input type="checkbox"/>	<input type="checkbox"/>
11. I follow a defined schedule and topics in each of my classes	<input type="checkbox"/>	<input type="checkbox"/>
12. I use class time effectively	<input type="checkbox"/>	<input type="checkbox"/>
13. I convey subject matter in an organized and logical fashion	<input type="checkbox"/>	<input type="checkbox"/>
14. My classes begin and end on time, and I provide sufficient breaks	<input type="checkbox"/>	<input type="checkbox"/>
15. I stay current in the knowledge of my subject matter	<input type="checkbox"/>	<input type="checkbox"/>

What do you see as challenges?

Where would you like to focus improvement?

Any additional instructor comments:

Supervisor comments:

III. Institutional Responsibilities

	Yes	No
1. I Submit official roster(s) to registrar	<input type="checkbox"/>	<input type="checkbox"/>
2. I Submit Mid-Semester Warnings through SIS	<input type="checkbox"/>	<input type="checkbox"/>
3. I Submit Early Alerts	<input type="checkbox"/>	<input type="checkbox"/>
4. I Submit final grades on time	<input type="checkbox"/>	<input type="checkbox"/>
5. I Update syllabus every semester	<input type="checkbox"/>	<input type="checkbox"/>
6. I Submit syllabus every semester to department chair and Academic Affairs	<input type="checkbox"/>	<input type="checkbox"/>
7. I Respond in a timely manner to students outside of classroom	<input type="checkbox"/>	<input type="checkbox"/>
8. I Assess student learning outcomes as directed by department chair	<input type="checkbox"/>	<input type="checkbox"/>
9. I Attend department meetings when possible/keep up to date on department policies	<input type="checkbox"/>	<input type="checkbox"/>
10. I Maintain on-going consultation with academic department as appropriate	<input type="checkbox"/>	<input type="checkbox"/>

Instructor Comments:

Supervisor Comments:

IV. Institutional Support

Yes No

1. I have the resources I need to teach this course.
2. I have been sufficiently supported by the college and my department in both materials and training for the teaching of this course.

Instructor Comments:

Supervisor Comments:

V. For Further Discussion

Are there any other courses that you feel you are qualified and interested in teaching?

Other questions for the supervisor:

Supervisor response:

Faculty Signature:

Date:

Supervisor Signature:

Date: