

A UNIVERSITY

CHAIR'S/SUPERVISOR'S REPORT ON PART-TIME FACULTY

The Chair's/Supervisor's Report is one component of overall evaluation process and may be completed by the Dean, Chair, Director, or Supervisor. It incorporates reflection on student ratings and classroom observations. This report asks you to respond in two ways: (1) by checking off the answer which most appropriately reflects your thinking; and (2) by making comments.

Section I: Background Informat	ion					
Name of Instructor:			ID:	N		
Name & Title of Person	-					
Completing this report:						
I	nformation from whic	ch student ratings were e.	xamined:			
Course Title(s)		CRN(s)	Semester/	Semester/Year of Rating(s)		
T (1 1	1 . 1			
	mation from which ci	lassroom observations we				
Course Title(s)		CRN(s)	Semester/Year of Observation(s)			
Section II: Teaching						
1. The cumulative effect of the classroor observations for this instructor classifies him/her as:	m 🗆		Average	 Marginal	Unsatisfacto	
Comments						
2. After reading the classroom observation		iting my own	Agree		Disagree	
knowledge, I agree with the classroom o	bservations:] Diougree	
Comments						

THE NEW SCHOOL

3. Cumulatively, the student ratings for this					A UNIVERSIT
instructor are:	Eti1	 St	<u> </u>	 Manainal	
	Exceptional	Strong	Average	Marginal	Unsatisfactory
Comments					
4. After reading the student ratings and incorporagree with the student ratings:	orating my own	knowledge, I	Agree		Disagree
Comments					
Comments					
5. The instructor met the educational goals and	d objectives as se	et forth by the			
approved syllabus or course agenda.	i objectives as se	it forth by the	Agree		Disagree
Comments				<u> </u>	
6. The instructor makes appropriate referrals to					
(e.g., Writing Center, Registrar, Advising, Omb	oudsperson, and	Disability	Agree	☐ Disagree	□ N/A
Services) Comments					
Comments					
7 W/	1 1 .	1			
7. Where appropriate, the instructor incorporate	tes technology in	ito tne course:	Agree	Disagree	□ N/A
Comments					



Section III: Currency in the Field/Scholarship

The instructor is current in the field.	usiip			Yes	No
The syllabus reflects current discourse and contemporary knowledge of the field. Yes					☐ No
Please describe how "current in the field" is defined scholarship and accomplishments as appropriate to performances, publications, and clients.					
Section IV: Administration					
Please select the box which most accurately describes the instructor.	Always	Often	Sometimes	Rarely	Never
1. The instructor uses administrative technology to communicate with students, colleagues, and administrators (i.e., university, email, my.newschool.edu, Blackboard, etc.)					
2. Overall the instructor abides by university and department policies and guidelines.					
3. The instructor submitted grades by the deadline and in accordance with the syllabus and/or rubric.					
4. The instructor submitted a syllabus and updated CV in accordance with department timeline and format.					
5. The instructor verified, maintained, and shared class rosters and attendance and reported inaccuracies or concerns to the appropriate department administrators.					
6. The instructor upholds attendance, starts and ends class on time and keeps appointments.					
7. When given additional duties (i.e., student advising, tutoring, curriculum development, training, and committee service), the instructor conducts and completes them appropriately.					
Comments – Please describe the instructor's extensi attendance in departmental meetings.	on of relationsh	nips beyond the	classroom with	students, servi	ce, and



Section V: Overall Review and Other Comments

	nto the unique features of the program or faculty that should be in formation on areas where the instructor excels or needs developme r recommendations.		
	s not complete without the following signatures.		6
	ffice of the Dean, or appropriate designee for your division and k nember's personnel file in the Office of Human Resources.	еер а сору	for your own records.
Name of Chair/Supervisor:			
Signature of Chair/Supervisor:		Date:	