Clear Form

Part-Time Instructor Evaluation

Austin Peay State University
CLARKSVILLE TENNESSEE

Department	
Observer	
Part-Time Instructor	
Date of Observation	
Term	Please Select One
Course Observed	
Modality	Please Select One

Was this instructor given a pre-built D2L shell? Yes ☐ No ☐

Each part-time instructor should be evaluated at least once per academic year. Please evaluate the criteria below based on your observation and your review of the syllabus and D2L shell. If "No" is selected anywhere below, please address that criterion with specific comments and suggestions.

Evaluation Criteria	**Yes**	**No**	**N/A**
1. An accessible course syllabus is in D2L and meets minimum requirements.	○	○	○
2. Course materials and covered content align with student learning outcomes.	○	○	○
3. Assignments assess students' learning and align with student learning outcomes.	○	○	○
4. Instructor is well-prepared to deliver course content and engage students.	○	○	○
5. Instructor provides timely, individualized feedback on assignments.	○	○	○
6. Instructor uses the D2L gradebook and it reflects the grading policy in the syllabus.	○	○	○
7. Instructor demonstrates professional teaching behavior.	○	○	○
8. Instructor creates an atmosphere of mutual respect and fosters student engagement.	○	○	○
9. Instructor provides opportunities for student-to-student interaction.	○	○	○
10. Instructor adheres to university policies and departmental expectations.	○	○	○
11. (Online) Instructor regularly posts substantive announcements and/or updates in D2L.	○	○	○
12. (Online) Instructor's interactions with students are regular, meaningful, and academic.	○	○	○

Evaluator Comments and Suggestions

We acknowledge that we have reviewed and discussed this evaluation.

_____ _____

Signature of Evaluator Date

_____ _____

Signature of Part-Time Instructor Date

_____ _____

Signature of Chair Date

A copy of completed evaluations should be kept by departments for future hiring considerations. The Department of Human Resources and the Provost's Office will receive a copy of this evaluation.