

**DIVISION OF CONTINUING EDUCATION  
 CENTER for MULTILINGUAL MULTICULTURAL STUDIES  
 Faculty Evaluation  
 UNIVERSITY OF CENTRAL FLORIDA**

Name	Employee ID#

The job performance of faculty members is to be reviewed annually to ensure attainment of professional and DCE goals and objectives, to enhance communications, and to facilitate and promote career growth and development.

**Indicate the top 3 goals you and your supervisor established for you**

Goal I - Professional Development (attend workshops, conferences, presenters)  
 Goal I Objectives

Goal I Completion Comments

\_\_\_\_\_ **Achieved**      \_\_\_\_\_ **Not Achieved**

Goal II - Classroom (teach a variety of classes, do observations, teacher mentoring)  
 Goal II Objectives

Goal II Completion Comments

\_\_\_\_\_ **Achieved**      \_\_\_\_\_ **Not Achieved**

Goal III - Extracurricular (student learning activities outside of classroom)  
 Goal III Objectives

Goal III Completion Comments

\_\_\_\_\_ **Achieved**      \_\_\_\_\_ **Not Achieved**

This section will be completed by the immediate supervisor. Teachers will be ranked on a scale of 1-5 (5 being the highest) on 10 of the most relevant qualities listed below.

**Rating Scale:**

1. Unsatisfactory
2. Conditional
3. Satisfactory
4. Above Satisfactory
5. Outstanding

<p><b>Mission Support:</b> Clear understanding and cooperative support of the mission and goals of CMMS.</p> <p>1 - Unable to articulate the CMMS Mission</p> <p>2 - Able to articulate the CMMS Mission at a minimal level</p> <p>3 - Demonstrates understanding of the CMMS Mission</p> <p>4 - Has a very good knowledge of the CMMS Mission and is able to explain to others.</p> <p>5 - Has a comprehensive knowledge and increases other understanding of the CMMS Mission.</p>	<p><b>Rating:</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>N/A</p>
<p><b>Dependability and Attendance:</b> Reliable teacher who is committed to teaching responsibilities.</p> <p>1 -Needs constant supervision and often absent and tardy w/o good excuse.</p> <p>2 - Needs frequent direct supervision and is lax in attendance and punctuality.</p> <p>3 - Needs routine indirect supervision. Satisfactory attendance &amp; punctualtiy.</p> <p>4 - Seldom needs direct/indirect supervision. Rarely absent or tardy.</p> <p>5 - Needs no supervision. A self-starter. Absent only when unavoidable.</p>	<p><b>Rating:</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>N/A</p>
<p><b>Knowledge and Pedagogy:</b> Professional knowledge of the English language and teaching methodology.</p> <p>1 - Lack of knowledge and methodology in subjects being taught.</p> <p>2 - Demonstrates minimal knowledge and teaching skills.</p> <p>3 - Possesses working knowledge of English and teaching methodology.</p> <p>4 - Has very good knowledge of English and above average competency in teaching methodology.</p> <p>5 - Exceptionally well informed in all areas of ESL and uses complex teaching methodology.</p>	<p><b>Rating:</b></p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>N/A</p>

<p><b>Classroom Management:</b> Good teacher-student relationships and cross-cultural sensitivity.</p> <p>1 - Often insensitive/unresponsive to the needs of students.  2 - Sometimes responds to the needs of students in an untimely/insensitive manner  3 - Responds to the needs of students in a timely/sensitive manner.  4 - Takes extra initiative to ensure that the needs of students are met in a timely and sensitive manner.  5 - Is exceptionally conscientious in ensuring that the needs of students are met in a timely and sensitive manner.</p>	<p><b>Rating:</b></p> <p>1  2  3  4  5  N/A</p>
<p><b>Use of Technology:</b> Willingness to learn and use various types of audio, visual, and computer technology.</p> <p>1 - Refuses to use and learn various types of technology.  2 - Uses basic types of technology sparingly.  3 - Uses various types of technology to enhance teaching.  4 - Routinely uses technology effectively in the classroom.  5 - Able to effectively use and teach others how to use technology.</p>	<p><b>Rating:</b></p> <p>1  2  3  4  5  N/A</p>
<p><b>Leadership Skills:</b> Ability to work effectively with faculty and staff and to assume leadership responsibility.</p> <p>1 - Avoids or neglects leadership.  2 - Leadership skills show potential for more responsibility.  3 - Obtains satisfactory results from faculty &amp; staff as a result of leadership skills.  4 - Obtains good results from faculty &amp; staff as a result of good leadership skills.  5 - Obtains outstanding results from faculty &amp; staff as a result of exceptional leadership skills.</p>	<p><b>Rating:</b></p> <p>1  2  3  4  5  N/A</p>
<p><b>Problem Solving:</b> Shows flexibility and creativity in dealing with changing or unexpected situations in the classroom and in the office.</p> <p>1 - Unable/unwilling to adopt to new situations.  2 - Demonstrates resistance and delays in transitioning to change.  3 - Accepts changing situations and willing to modify behavior or technique.  4 - Embraces change and views it as an opportunity for positive improvement.  5 - Initiates and promotes positive change.</p>	<p><b>Rating:</b></p> <p>1  2  3  4  5  N/A</p>

<p><b>Effective Reporting:</b> Provides accurate and timely classroom reports.</p> <p>1 - Does not submit required reports.  2 - Submits most of the required reports in an untimely manner.  3 - Submits most of the required reports in a timely manner.  4 - Submits all reports promptly.  5 - Submits all of the required reports with helpful comments about students and the mission.</p>	<p><b>Rating:</b></p> <p>1  2  3  4  5  N/A</p>
<p><b>Professional Development:</b> Seeks opportunities to improve professional teaching and communication skills.</p> <p>1 - Does not participate and attend staff development activities.  2 - Participates occasionally in staff development activities.  3 - Participates in most staff development activities and involved in local &amp; state TESOL organizations.  4 - Participates in all staff development activities and involved in local, state and national TESOL organizations.  5 - Participates in all staff development activities, involved in local, state and national Tesol organization, and a presenter in these organizations</p>	<p><b>Rating:</b></p> <p>1  2  3  4  5  N/A</p>
<p><b>Extracurricular Support:</b> Assists with CMMS extracurricular programs and activities to promote student learning and development</p> <p>1 - Does not attend any CMMS sponsored events.  2 - Occasionally attends CMMS sponsored events.  3 - Attends most CMMS sponsored events.  4 - Attends all CMMS sponsored events.  5 - Attends all CMMS sponsored events and assists in the logistics involved in these events.</p>	<p><b>Rating:</b></p> <p>1  2  3  4  5  N/A</p>
<p><b>Budget Knowledge:</b> Ability to provide and manage accurate budget issues reports.</p> <p>1. Does not understand budget development  2. Has only partial understanding of budgets  3. Can complete budget development with close supervision  4. Accurately develops budgets and manages accounts in a timely manner  5. Accurately develops budgets, manages accounts and can provide analysis</p>	<p><b>Rating:</b></p> <p>1  2  3  4  5  N/A</p>

<b>Other:</b>	<b>Rating:</b>
	1
	2
	3
	4
	5
	N/A

Additional supervisor comments

<b>Suggested Areas of Improvement</b>	1
	2
	3
<b>Outstanding Areas</b>	1
	2
	3

Supervisor and teacher can list any future goals decided upon jointly.

<b>Future Goals</b>	1
	2
	3

**Total Points:** \_\_\_\_\_

**Overall Rating:** \_\_\_\_\_

35 - 50 points  
 25 - 34 points  
 11 - 24 points  
 0 - 10 points  
 N/A

**Outstanding**  
**Above Satisfactory**  
**Satisfactory**  
**Conditional**  
**Unsatisfactory**

Please check the appropriate box below and then sign that you have reviewed this evaluation.

**I agree with this evaluation**

**I don't agree with this evaluation**

**Comment:**

**Employee Signature** \_\_\_\_\_

Date \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_

Date \_\_\_\_\_