**Part-Time EIT Instructor Performance Evaluation Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | N/A |  |
|  |  |  | Instructor submitted syllabus and any other required documents in a timely manner. |
|  |  |  | Instructor’s syllabus followed the UA Little Rock syllabus policy and department/unit syllabus expectations. |
|  |  |  | Instructor’s course materials were consistent with department/unit course expectations. |
|  |  |  | Instructor met deadlines for course actions (e.g. roster check/maintenance; mid-term grades, if applicable) |
|  |  |  | Instructor submitted artifacts for assessment in a timely manner (if applicable). |
|  |  |  | Instructor was responsive to communication from chair/director. |
|  |  |  | Instructor’s student course evaluations were within an acceptable range as defined by department/unit. |
|  |  |  | Instructor performed his/her teaching duties in a professional manner (e.g. personal appearance, organizational skills, and preparedness for each class session |

Chair’s (Designee) Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair’s Optional Comments:

Instructor’s Optional Comments:

Instructor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s signature only indicates received and reviewed, not agreement.

NOTE: Form was approved by the EIT Executive Council on June 24, 2019. The Executive Council, chaired by the Dean, consists of Department Chairs, Associate Dean, Assistant Dean and Executive Director (F&A).