



## Review of Departmentally Assigned Tasks and Other Non-Teaching Activities

Instructor: _____	Date: _____
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Department: \_\_\_\_\_

Reviewer: \_\_\_\_\_

### Reviewer's Relationship to Instructor:

- Institute Peer \_\_\_\_\_  External Peer \_\_\_\_\_  
 Department/Position: \_\_\_\_\_ Position: \_\_\_\_\_

### Departmentally Assigned Tasks and Other Non-Teaching Duties (to be completed by instructor):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Directions:** Thank you for agreeing to carry out this review of departmental tasks and other non-teaching activities. The results of this review will form part of an overall assessment of this instructor and will be used to identify areas where skills and expertise may be developed.

The focus of the items in this instrument is on attributes that may be demonstrated in a non-instructional setting. Each item is to be assessed according to the following scale:

S	SR	U	
Satisfactory	Satisfactory with Reservations	Unsatisfactory	No Opinion

**No Opinion** is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Items indicated by an asterisk are to be left blank if you are not qualified to make an assessment. Reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

**Satisfactory with Reservations** or **Unsatisfactory** are appropriate responses where the assessor **CANNOT** rate the instructor as satisfactory on the item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as No Opinion.

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|--|---|
| 1. The instructor carries out departmentally assigned duties in a timely manner                      | <input type="checkbox"/> S <input type="checkbox"/> SR <input type="checkbox"/> U <input type="checkbox"/> No Opinion |
| 2. The instructor carries out departmentally assigned duties in an effective manner.                 | <input type="checkbox"/> S <input type="checkbox"/> SR <input type="checkbox"/> U <input type="checkbox"/> No Opinion |
| 3. The instructor communicates effectively with departmental colleagues.                             | <input type="checkbox"/> S <input type="checkbox"/> SR <input type="checkbox"/> U <input type="checkbox"/> No Opinion |
| 4. The instructor works constructively in collaboration with others to optimize outcomes.            | <input type="checkbox"/> S <input type="checkbox"/> SR <input type="checkbox"/> U <input type="checkbox"/> No Opinion |
| 5. The instructor works independently to optimize outcomes.  | <input type="checkbox"/> S <input type="checkbox"/> SR <input type="checkbox"/> U <input type="checkbox"/> No Opinion |
| 6. The instructor participates in departmental meetings and decision-making.                         | <input type="checkbox"/> S <input type="checkbox"/> SR <input type="checkbox"/> U <input type="checkbox"/> No Opinion |
| 7. The instructor demonstrates respect for individuals.  | <input type="checkbox"/> S <input type="checkbox"/> SR <input type="checkbox"/> U <input type="checkbox"/> No Opinion |
| 8. The instructor takes opportunities to improve departmental services and instructional activities. | <input type="checkbox"/> S <input type="checkbox"/> SR <input type="checkbox"/> U <input type="checkbox"/> No Opinion |