



Review of Department-Assigned Tasks and Other Non-Teaching Activities

Instructor: _____ Date: _____
 Department _____
 Reviewer: _____

Reviewer's Relationship to Instructor:

Institute Peer External Colleague
 Dept./Position: _____ Position: _____

Department-Assigned Tasks and Other Non-Teaching Duties (to be completed by Instructor):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Directions:

Thank you for agreeing to carry out this review. The results will form part of an overall assessment of this Instructor's performance and will be used to identify any areas where skills and expertise might be developed.

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. Please note that 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**.

Review of Instructor's Department-Assigned Tasks

1. The instructor carries out department-assigned duties in a timely manner. S SR U No Opinion

2. The instructor carries out department-assigned duties in an effective manner. S SR U No Opinion

3. The instructor communicates effectively with department colleagues. S SR U No Opinion

4. The instructor works constructively in collaboration with others to optimize outcomes. S SR U No Opinion

5. The instructor is effective when working independently. S SR U No Opinion

6. The instructor participates in department meetings and decision-making. S SR U No Opinion

7. The instructor demonstrates respect for individuals. S SR U No Opinion

8. The instructor takes opportunities to improve departmental services and instructional activities. S SR U No Opinion