

SCRIPT FOR THE FACULTY EVALUATION

Hello/good morning/good afternoon/good evening my name is _____ and I am the _____ in the School of _____.

I am here to facilitate the faculty evaluation we conduct each semester. This process should take approximately 15 minutes. It is completely anonymous. Scores are tabulated electronically and provided to the teacher only after final grades have been given out.

The purposes of faculty evaluation are:

- to provide a forum for open discussion of a faculty member's individual strengths and identification of areas where improvement is needed;
- to provide assistance to the faculty member for performance improvement and ongoing development and achievement of teacher excellence;
- to provide an opportunity for the faculty and their supervisor to set mutual objectives;
- to recognize the importance of the faculty member's contribution to the College's success;
- to demonstrate to you our concern for the quality of your educational experience and to ensure that you are involved in the evaluation process; and
- to ensure ongoing evaluation of course content and delivery with faculty and their supervisor

Please take the next few minutes to complete the questionnaire.