

Edwards College Teaching Associate Annual Evaluation Form
Due on or before May 22, 2020

Teaching Associate name: _____ Department _____
 Highest degree earned and date awarded _____
 Academic year: _____ Number of regular semesters taught at Coastal: _____

| Fall Courses | Enrolled | Spring Courses | Enrolled |
|--------------|----------|----------------|----------|
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Teaching Associates are to submit to the department chair a dossier that includes the following:

1. A self-assessment of teaching performance in the given academic year. Include a bulleted list of activities related to your teaching.
2. Student evaluations from all regular semester courses
3. Course materials: Copies of representative syllabi for the given academic year (at least one for each regular semester, unless the teaching load is identical for both terms). Examinations, assignments, study guides, and other teaching materials may also be included.
4. If applicable, documentation of teaching observation (may not be required in your department)
5. If applicable, in separate, titled sections a list of specific service, scholarship, and professional development completed during the year

To be completed by department chair or evaluating faculty member:

| | Submitted | Not Submitted | Not Applicable |
|---|-----------|---------------|----------------|
| Mandatory Reporting (Syllabi, Reporting of Absences, Mid-term & Final Grades) | | | |
| Self-Assessment | | | |
| Student Evaluations | | | |
| Course Materials | | | |
| Teaching Observation | | | |
| Other | | | |

Additional comments of evaluating faculty member:

| | Exceeds Expectations | Meets Expectations | Does Not Meet Expectations |
|---------------------------------------|----------------------|--------------------|----------------------------|
| Overall Teaching Associate Evaluation | | | |

Name of evaluating faculty member (chair or designee) _____
 Rank/title of evaluating faculty member _____
 Signature of evaluating faculty member _____