

SIENA COLLEGE

Fall 2020 Department Head/Dean Evaluation of Faculty Members

Instructor:

Evaluator:

Course name and number:

Date of evaluation:

This fall 2020 evaluation is being conducted as a requirement of the Faculty Handbook (III.B.2.a). While in-class observations will not take place during fall 2020, due to COVID-19 disruptions, instructors must provide evidence, either orally or in writing, of teaching proficiency according to the Department's guidelines.

The evaluation must be completed by the end of the semester in question. When this is completed, the written evaluation shall be presented to the faculty member involved, who shall read it and sign it, retaining a copy. The evaluation shall then be sent promptly to the appropriate Dean (in the case of a Department Chair evaluation) and the Provost. The faculty member has the option of sending a separate statement to the Department Chair, School Dean, and Provost in the event that he/she disagrees with the assessment or comments of his/her Department Chair or School Dean.

I. Instructional Process

- A.** The Instructor shows evidence of accommodating pandemic specific challenges to their mode of teaching:
- B.** The Instructor demonstrates an attempt to implement high-impact pedagogical practices and promote student engagement in the classroom:
- C.** The Instructor shows evidence that course design and delivery was based on meaningful course- and self-assessment.
- D.** Please append a brief self-reflection written by the instructor responding to the prompt "Please reflect on how you are adapting your teaching during COVID" (*max* 1 paragraph, may be pasted here or attached as a separate page)

II. Recommendations for improvement

III. Evaluation process

- A.** Briefly explain the process by which you conducted this evaluation (Some examples include, but are not limited to, discussion with the instructor, reviewing a Canvas course, attending a Zoom class, joining an in-person class).

IV. Additional comments on the faculty member's progress toward the successful completion of the requirements for promotion and/or tenure, according to the Department's guidelines, in the time of COVID-19.

THIS EVALUATION MUST BE FILED IN THE OFFICE OF THE PROVOST BY THE END OF THE SEMSTER.

V. Signatures:

Evaluator: _____ **Date:** _____

Title: Dean/ or Department Head

Faculty Member: _____ **Date:** _____