Instructor Name:

Department: College: **Year: 2024-2025**

**Oral English Proficiency Compliance**

All persons providing classroom instruction must have an annual evaluation of their oral English language proficiency under Illinois Statute 110ILCS 660/5-70. If oral English proficiency is considered unsatisfactory, the department chair will discuss the evaluation with the faculty member, contract administration and the union president to discuss how the individual can meet statute requirements.

**Oral English Proficiency is rated as:** [\_\_] Satisfactory [\_\_] Unsatisfactory.

**Evaluation of Effectiveness of Performance\***

All non-union instructors **are required** to have annual performance evaluations. (If the instructor is not anticipated to teach in a subsequent semester, an evaluation should occur during the current semester of employment. Each non-union instructor should be evaluated once per academic year.)

Chairs/program directors and deans use this form to evaluate all instructors who do not have union membership. In the case of chairpersons/program directors who teach, their evaluations should be conducted by the dean and form part of the chairperson/program director’s annual evaluation.

Evaluation inputs include student evaluations, syllabi, materials in the personnel file and additional documentation of materials requested by the evaluator (as applicable). Timeliness of submitting grades and maintaining regular office hours should form part of the evaluation. Compliance with all relevant university policies also informs the evaluation.

**Directions:** Check the appropriate box for the level of performance, as applicable.

|  |  |  |
| --- | --- | --- |
|  | **Unsatisfactory** | **Satisfactory** |
| **Teaching** |  |  |
| **Primary Duty (if Non-Teaching Activities)** |  |  |

\*Faculty eligibility for rehire is based on program need *AND* a **satisfactory** performance evaluation. Academic Affairs will verify and communicate instructor eligibility status.

**Criteria:**

**Satisfactory:** average ofstudent evaluations must attain a minimum rating of 2.5, syllabi must comport with the NCA syllabus template plus any additional college and departmental syllabus requirements. If the department conducts peer or other classroom visitations, they must be satisfactory. If work is non-teaching/instruction, all evaluation inputs must be satisfactory. Instructor should submit grades timely. Regular office hours should be consistently maintained. Instructor must follow all relevant university policies.

**Unsatisfactory: *any of the following*:** student evaluations do not attain a minimum rating of 2.5, syllabi do not fully comport with the NCA syllabus template plus any additional college and department requirements; if the department conducts classroom visitations, any unsatisfactory classroom visit evaluation. Grades not submitted timely. Office hours not regularly and fully maintained. If work is non-teaching/instruction, evaluation inputs not satisfactory. Instructor has violated university policies.

**Reasons:** The evaluator should prepare a written evaluation of effectiveness of performance stating whether and why the performance has been satisfactory or unsatisfactory. For faculty, the dean reviews the chairperson/program director’s evaluation and may make additional comments. In case of a conflict between the chairperson/program director and the dean’s evaluations, the dean’s evaluation is final. (For more room use back or additional sheets). NOTE: evaluations should note areas of strength and areas for improvement.

cc: Faculty Member, Chair, Dean, Academic Affairs, Human Resources

**Chairperson/Program Director:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) Date:**

**Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) Date:**