







**IMPERIAL VALLEY COLLEGE  
EVALUATION OF DUTIES AND RESPONSIBILITIES  
NON-CLASSROOM PART-TIME FACULTY**

**Scoring:**      NA = Not Applicable      2 = Fair      4 = Good  
                     1 = Needs Development      3 = Competent      5 = Exceeds Standards

Employee: \_\_\_\_\_ Semester: \_\_\_\_\_

		<i>Mark Appropriate Response</i>					
<b>I.</b>	<b>Performance of professional responsibilities:</b>	NA	1	2	3	4	5
	A. Performs specific duties as directed						
	B. Participates in regular improvement of area						
	C. Posts and maintains regular office hours						
	D. Conducts workshops or training						
	E. Participates in the presenting and assessment of student outcomes/service area outcomes as appropriate						
	F. Attends optional professional organization activities						
Comments:							

		<i>Mark Appropriate Response</i>					
<b>II.</b>	<b>Performance of departmental and campus duties:</b>	NA	1	2	3	4	5
	A. Attends appropriate division, department, or office meetings						
	B. Serves on campus committee(s)						
	C. Other departmental or campus duties						
Comments:							

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Date Form Completed:* \_\_\_\_\_

**IMPERIAL VALLEY COLLEGE  
EVALUATION OF DUTIES AND RESPONSIBILITIES  
PART-TIME TEACHING FACULTY**

**Scoring:**      NA = Not Applicable      2 = Fair      4 = Good  
                   1 = Needs Development      3 = Competent      5 = Exceeds Standards

Employee: \_\_\_\_\_ Semester: \_\_\_\_\_

		<i>Mark Appropriate Response</i>					
<b>I.</b>	<b>Performance of professional responsibilities:</b>	NA	1	2	3	4	5
	A. Holds class consistently as scheduled						
	B. Maintains and submits appropriate records						
	C. Posts and maintains regular office hours						
	E. Participates in the presenting and assessment of student outcomes/service area outcomes as appropriate						
	E. Other professional responsibilities						
Comments:							

		<i>Mark Appropriate Response</i>					
<b>II.</b>	<b>Performance of departmental and campus duties:</b>	NA	1	2	3	4	5
	A. Attends appropriate division, department, or office meetings						
	B. Serves on campus committee(s)						
	C. Other departmental or campus duties						
Comments:							

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Date Form Completed:* \_\_\_\_\_

**IMPERIAL VALLEY COLLEGE  
EVALUATION OF DUTIES AND RESPONSIBILITIES  
PART-TIME COUNSELORS**

**Scoring:**      NA = Not Applicable      2 = Fair      4 = Good  
                   1 = Needs Development      3 = Competent      5 = Exceeds Standards

Employee: \_\_\_\_\_ Semester: \_\_\_\_\_

		<i>Mark Appropriate Response</i>					
<b>I.</b>	<b>Performance of professional responsibilities:</b>	NA	1	2	3	4	5
	A. Maintains appropriate records and documentation						
	B. Maintains accurate and appropriate data entry						
	C. Posts and maintains regular office hours						
	E. Participates in the presenting and assessment of student outcomes/service area outcomes as appropriate						
	E. Other professional responsibilities						
Comments:							

		<i>Mark Appropriate Response</i>					
<b>II.</b>	<b>Performance of departmental and campus duties:</b>	NA	1	2	3	4	5
	A. Attends appropriate division, department, or office meetings						
	B. Serves on campus committee(s)						
	C. Other departmental or campus duties						
Comments:							

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Date Form Completed:* \_\_\_\_\_