

**Essex County College
Faculty Evaluations Forms
Appendix E
Educational Development Specialist
Evaluation Record**

Each Educational Development Specialist will be evaluated by his immediate supervisor who shall be the person to whom the EDS is assigned for duty. An evaluation form will be filed by the supervisor according to the annual faculty evaluation schedule and whenever the EDS's assigned duty administrator is changed. Peer evaluations will be required only if the EDS is assigned to a role which involves a close working relationship with another EDS. Comments are optional, but are mandatory if an inadequate or an excellent rating are indicated. Comments justifying a high or a low must be included.

Rating Terms:

- 1 - inadequate: performs significantly below accepted standards.
- 2 - adequate: performs at the minimum acceptable level.
- 3 - good: performs at an acceptable level.
- 4 - very good: performs above the acceptable level.
- 5 - excellent: exhibits superior performance.

Self-evaluation: The Educational Development Specialist will submit a self-evaluation in addition to the formal supervisor's evaluation.

EVALUATION OF: _____

DATE: _____

1. Performance of non-teaching activities

1 2 3 4 5

2. Knowledge of area of specialization

1 2 3 4 5

3. Development of educational programs

1 2 3 4 5

4. Professional growth and development

1 2 3 4 5

5. Development of innovative concepts

1 2 3 4 5

6. Community (college) service and involvement

1 2 3 4 5

7. Rapport with administrators/peers

1 2 3 4 5

8. Ability to deal with relevant job problems

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1 2 3 4 5

9. Interest in area of specialization

1 2 3 4 5

10. Quality of programs produced

1 2 3 4 5

Comments: _____

Signature (Evaluator) Title

Date

I have read the evaluation. My signature does not necessarily indicate agreement.

Signature (EDS)

Rank

Date

COMMENTS OF EVALUATEE (optional):

Comments: _____

EDUCATIONAL DEVELOPMENT SPECIALIST

Narrative Self-Evaluation

Period Covered: _____ to _____

Educational Development Specialist

Date