

Evaluation Form: Instructional Designer

To be completed by Dean/Responsible Administrator.

College: _____

Division: _____

Academic year of evaluation _____

Semester: _____

Name _____ of _____ evaluatee:

Name _____ of _____ evaluator:

What kind of activity was observed (i.e. i.e. Design consultation, workshop facilitations, faculty meeting/work group, office hours)?

The modality of the activity observed:

| Rated section | DROPDOWN MENU OPTIONS | Comments or examples of behavior |
|--|-----------------------|----------------------------------|
| 1. The Instructional Designer's command of the subject matter is current, reflecting breadth and depth of knowledge and awareness of recent developments, critical instructional design, culturally responsive methods, technical aspects, and/or research in the field. | | |
| 2. The instructional designer provides hands-on consulting with faculty on topics such as pedagogy, course design, course development, learning objectives, classroom management, active learning, assessment methods and teaching strategies for face- | | |

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| <p>to-face, hybrid and online courses.</p> | | |
| <p>3. The instructional designer presents structured professional development training and learning opportunities.</p> | | |
| <p>4. The instructional designer participates in course reviews and supports program assessment; facilitates reflection on teaching practices and provides suggestions for increased cultural responsiveness.</p> | | |
| <p>5. The instructional designer implements creative approaches and innovative uses of technology and pedagogy to support diverse student populations. The instructional designer maintains currency regarding copyright, accessibility compliance regulations for all instructional materials.</p> | | |
| <p>6. The Instructional Designer fosters an inclusive learning and working environment that demonstrates value of diverse ideas, worldviews and illuminates marginalized voices, experiences, and communities.</p> | | |

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| <p>7. The instructional designer examines the role of open education and open pedagogy with regards to illuminating student centered non-European pedagogies and/or offering narratives from marginalized communities.</p> | | |
| <p>8. Partnerships/Collaboration: The instructional designer creates partnerships and provides leadership and support for faculty and classified staff in implementing effective pedagogy and use of technology to support teaching and learning; collaborates across disciplines to create inclusive, integrated, and interdisciplinary learning experiences.</p> | | |
| <p>9. Adaptability: The instructional designer interacts collegially and effectively with fellow employees, students, and others; demonstrates a positive and open attitude toward their responsibilities; and welcomes input from other campus departments and programs.</p> | | |

COMMENDATIONS:

The instructional designer demonstrates excellence in the following areas:

RECOMMENDATIONS:

Development needed in present position/areas of growth. Explain what specific improvements are needed to achieve greater effectiveness in the instructional designer role.

EVALUATION SUMMARY:

Explain how this instructional designer has met the requirements of her/his instructional designer role during the period covered by this evaluation.

GOALS FOR NEXT YEAR:

List goals that should be achieved in this instructional designer's role in the coming year.

OVERALL PERFORMANCE RATING

- A. Exceeds expectations.
- B. Meets expectations.
- C. Needs improvement. (Refer to Appendix G)
- D. Is unsatisfactory. (Refer to Appendix G)

EVALUATOR COMMENTS:

I have met with the evaluatee and discussed the evaluatee's evaluation.

Signed: _____
Evaluator

Date:

EVALUEE COMMENTS:

I have met with the evaluator and discussed my evaluation.

Signed: _____
Evaluatee

Date: