

Supervisor's Evaluation Form for Teaching Faculty

Under View – Click “Edit Document” to Fill Out the Form

Supervisor Evaluation For: Karen Jones

Academic Year: AY22

Performance Levels Definitions:

Performance exceeds the requirements of the current rank.

Performance meets the requirements of the current rank.

Performance is below the requirements of the current rank.

Does not apply to faculty member.

Exceeds Expectations

Meets Expectations

Needs Improvement

Not Applicable

Faculty Member's Current Rank: Instructor

Directions:

The supervisor will review the faculty member's self-evaluation in addition to student evaluations, classroom observations, review of course materials, review of annual goals, and any other relevant information to complete this Supervisor Evaluation. **If the supervisor's rating differs from the faculty member's self-rating, the supervisor should include a substantive explanation. The supervisor's executive summary should address the overall job performance of the faculty member.**

Performance Criteria – General	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Maintains at least 5 office hours per week (face-to-face or online)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in Departmental, Division, and In-Service Meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples – Search committee membership, demonstrates leadership in the Annual Internal Giving campaign, Building Proctors	Comments: Avails herself with personal number outside of regular working hours.			
Performance Criteria – Teaching Expectations	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Attends classes as scheduled in the designated modality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Prepares course documents (syllabi, CCOS, assessment plans, etc.) (to include measurable SLO's) and updates as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Maintains a presence in the Learning Management System (LMS) as required by the College	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Posts syllabi and contact information on faculty webpage and in LMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Prepares and maintains course materials, textbooks, ...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Submits reports in a timely manner (FTE, midterm and final course grades)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples -- Course Lead, mentors new faculty, develop a new course, elaborate presence in LMS, teaches in Cambridge, distance learning, night classes, modalities, dedicated high schools, etc.	Comments: Course lead on all SGT courses.			
Performance Criteria – Assessment	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Collects and reports assessment data to the course lead in a timely manner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Click here to enter text.				
Participates in updating course assessment plan(s) as needed (SLOs, targets, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in the development of the action plan based on assessment data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in course and/or program-level assessment, when applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in course and/or program review, when applicable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples -- Course Lead, Course/Program Review Coordinator, etc.	Comments: Only full time faculty member in the SGT program and responsible for all aspects.			
Performance Criteria – Governance	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Participates in Faculty Assembly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in one annually assigned standing faculty or institutional committee designated by the President as fulfilling a faculty member's committee assignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: SGT program runs 5 days per week, not always available for committee work because students take priority.				
Above & Beyond Examples -- Faculty Assembly office, Committee office, Academic Council rep, ad hoc committee membership, Participation on Middle States steering committee or subcommittee (team)	Comments: Click here to enter text.			
Performance Criteria – Student Centeredness	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Maintains ongoing communication with students to foster student retention and success	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in Student Advising as required by the College	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples -- Student Mentoring, Clubs, Activities, Letters of Recommendation, Recruiting, Honors Contracts, Volunteer Tutoring in the Academic Support Center	Comments: Coordinates fundraisers with students to give them the opportunity to attend national conferences.			

Other (Professional Development, Community Service, College events, etc)
Comments: - Works in the field as a Certified Surgical Tech when available to do so which helps her stay current with practice standards. Currently working towards Sterile Processing Certification.

Overall Job Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: -Karen works diligently preparing students for the healthcare field. Graduating SGT students have exceeded the national average on the credentialing exam, and job placement for the past ten years. She consistently looks for ways to improve the program including acquiring new equipment, and exploring partnerships with outside institutions. Faced with challenges imposed by the pandemic, Karen has been able to successfully allocate new clinical affiliates to meet the needs of our students.				

Supervisor Classroom Visitation Observations (Required)

Comments:-The topic discussed during my visit was cardiac surgery. Karen did a great job relating important topics to the credentialing exam. She provided explanations using depictions and real-life examples of what the student will encounter when working in the field. Karen used an engaging question/answer format to test the students knowledge during my visit. I consider this a successful visit as I myself walked away with new knowledge based on Karen's lecture.

EVALUATION SUMMARY SHEET

Please Do Not Use Electronic Signatures

Supervisor Evaluation For: Karen Jones

Academic Year: AY22

Current Rank: Instructor

Evaluation Type: Contract renewal

Hire Date: June 2010

Years in Rank: 11

Instructional Area: June 2010

Last Promotion: N/A

Highest Degree Earned: Associates

Certifications: Certified Surgical Tech

OVERALL JOB PERFORMANCE

This faculty members overall job performance for the period:

☐ Exceeds Expectations ☒ Meets Expectations ☐ Needs Improvement

Recommendation: Recommend for contract renewal

Executive Summary: (Required) In my experience working with Karen, she has always put the interest of the student first. She has worked towards improving the program by acquiring new equipment, and assists in orienting the RSR students to OR procedures.



Supervisor

1/6/2022

Date

I read and received a copy of this evaluation on:

Date:

Faculty Member's Comments: [Click here to enter text.](#)

Faculty Member's Signature

Date



Teaching Faculty Supervisor's Evaluation Form

Under View – Click “Edit Document” to Fill Out the Form

Reviewed: 2024

Supervisor Evaluation For: Karen Jones

Academic Year: 2024-2025

Performance Levels Definitions:

Performance exceeds the requirements of the current rank.
Performance meets the requirements of the current rank.
Performance is below the requirements of the current rank.
Does not apply to faculty member.

Exceeds Expectations
Meets Expectations
Needs Improvement
Not Applicable

Faculty Member's Current Rank: Choose an item.

Directions:

The supervisor will review the faculty member's self-evaluation in addition to student evaluations, classroom observations, review of course materials, review of annual goals, and any other relevant information to complete this Supervisor Evaluation. **If the supervisor's rating differs from the faculty member's self-rating, the supervisor should include a substantive explanation. The supervisor's executive summary should address the overall job performance of the faculty member.**

Performance Criteria – General	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Maintains at least 5 office hours per week (face-to-face or online)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Karen is dedicated to meeting student needs and goes above and beyond to be available to them.				
Participates in Departmental, Division, and In-Service Meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples – Search committee membership, demonstrates leadership in the Annual Internal Giving campaign, Building Proctors	Comments: Click here to enter text.			
Performance Criteria – Teaching Expectations	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Attends classes as scheduled in the designated modality	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Karen is responsible for all clinical site activities requiring a great deal of work and travel to insure appropriate placements as well as sufficient placements for the size of the student cohort.				
Prepares course documents (syllabi, CCOS, assessment plans, etc.) (to include measurable SLO's) and updates as necessary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Course content is regularly updated and aligned with accreditation standards				
Maintains a presence in the Learning Management System (LMS) as required by the College	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Posts syllabi and contact information on faculty webpage and in LMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: Click here to enter text.				
Prepares and maintains course materials, textbooks, ...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Submits reports in a timely manner (FTE, midterm and final course grades)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples -- Course Lead, mentors new faculty, develop a new course, elaborate presence in LMS, teaches in Cambridge, distance learning, night classes, modalities, dedicated high schools, etc.	Comments: Karen is the Surgical Tech Course lead, she continues to recruit and mentor adjuncts, and developed a Sterile Processing course for CE-Health			

Performance Criteria – Assessment	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Collects and reports assessment data to the course lead in a timely manner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in updating course assessment plan(s) as needed (SLOs, targets, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Program review was in Spring 2024 and was successful				
Participates in the development of the action plan based on assessment data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: An action plan was developed in spring 2024,				
Participates in course and/or program-level assessment, when applicable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in course and/or program review, when applicable	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples -- Course Lead, Course/Program Review Coordinator, etc.	Comments: Karen has been working with the Dept. Chair and Workforce Dean to creatively resolve the administrative support needed for program success. She has been training and mentoring former students and Dept. staff on appropriate tasks so that she has more bandwidth for direct student support and program direction..			
Performance Criteria – Governance	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Participates in Faculty Assembly	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in one annually assigned standing faculty or institutional committee designated by the President as fulfilling a faculty member's committee assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples -- Faculty Assembly office, Committee office, Academic Council rep, ad hoc committee membership, Participation on Middle States steering committee or subcommittee (team)	Comments: Click here to enter text.			
Performance Criteria – Student Centeredness	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
Maintains ongoing communication with students to foster student retention and success	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Participates in Student Advising as required by the College	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.				
Above & Beyond Examples -- Student Mentoring, Clubs, Activities, Letters of Recommendation, Recruiting, Honors Contracts, Volunteer Tutoring in the Academic Support Center	Comments: Karen is the faculty rep for the surgical technology club, assists in all aspects of club operations to help the club raise sufficient funding to attend their national conference, Karen actively assists students to insure job placement at completion of the program.			

Other (Professional Development, Community Service, College events, etc)
Comments:- Karen serves as Treasurer for the Maryland-Delaware State Assembly for Surgical technology. Participates in all Accreditation Professional development as well as maintaining her CEU's for her Surgical Technology License.

Overall Job Performance	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:- Karen has managed and operated the Surgical Technology program for many years. The program operates well and has maintained its accreditation. From the Surge Tech program review Karen has ensured the program meets or exceeds national benchmarks. Karen goes out of her way to ensure there are sufficient clinical assignments for her students and works to ensure all students are successful

Supervisor Classroom Visitation Observations (Required)
<p>Comments:- I had the opportunity to observe Karen Jones during her Surgical Technology class. Karen effectively connects current events to course content, making lessons relevant and engaging. During this session, she discussed a recent trauma case, highlighting the challenges of obtaining patient consent in emergency situations and comparing the role of a surgical technologist in routine versus trauma-related surgeries.</p>

EVALUATION SUMMARY SHEET

Please Do Not Use Electronic Signatures

Supervisor Evaluation For: Karen Jones

Academic Year: 2024-2025

Current Rank: Instructor

Evaluation Type: Change of Contract Status

Hire Date: [Click here to enter text.](#)

Years in Rank: [Click here to enter text.](#)

Instructional Area: Health Professions: Surgical Technology

Last Promotion: [Click here to enter text.](#)

Highest Degree Earned: [Click here to enter text.](#)

Certifications: [Click here to enter text.](#)

OVERALL JOB PERFORMANCE

This faculty members overall job performance for the period:

☐ Exceeds Expectations
 ☒ Meets Expectations
 ☐ Needs Improvement

Recommendation: Renew rolling 6- year contract

Executive Summary: (Required) Karen Jones has consistently demonstrated a strong commitment to the Surgical Technology program, ensuring its continued success and accreditation. She effectively manages clinical site placements, ensuring that students receive adequate hands-on experience and that all accreditation requirements are met. Her dedication extends beyond classroom instruction, as she actively mentors students, recruits and supports adjunct faculty, and develops new course offerings, such as the Sterile Processing course for Continuing Education Health programs. Karen’s teaching approach is highly engaging, as she integrates real-world scenarios and current events into her curriculum, reinforcing best practices and professional standards. She encourages student participation by incorporating clinical experiences into discussions, which enhances their learning and application of course material. Her leadership within the program is evident in her ability to creatively resolve administrative challenges by training and mentoring former students and departmental staff to support program operations more efficiently. Beyond her instructional responsibilities, Karen serves as the faculty representative for the Surgical Technology Club, playing an integral role in helping students secure funding to attend national conferences. She is also actively involved in professional development, maintaining her licensure and participating in accreditation-related

training. Additionally, her service as Treasurer for the Maryland-Delaware State Assembly for Surgical Technology further demonstrates her commitment to the profession. **Areas for Improvement: Faculty Committee Participation** – Ensure consistent participation in assigned faculty committees to contribute to broader institutional initiatives. **Communication Responsiveness** – Improve responsiveness to internal and external communications to enhance collaboration and program operations. **Seeking Support When Needed** – Proactively ask for assistance when challenges arise to ensure smooth program management and workload balance. **Program Growth & Organization** – Continue developing the structure and organization of the program to support growth in enrollment, which will help justify the addition of faculty resources. Overall, Karen meets expectations in all areas of faculty performance and continues to be a valued member of the Health Professions team. Her contributions to student success, program sustainability, and professional engagement are commendable. Based on this evaluation, it is recommended that her rolling six-year contract be renewed.

Supervisor

Date

I read and received a copy of this evaluation on:

Date:

Faculty Member's Comments: [Click here to enter text.](#)

Faculty Member's Signature

Date