

BCGEU INSTRUCTOR APPRAISAL

FORM D

TO BE COMPLETED DURING MEETING BETWEEN INSTRUCTOR AND SCHOOL CHAIR

Follow-up from previous Instructor Appraisal (3 years prior):

INSTRUCTIONAL DUTIES:

ACTIVITIES	DNM	MS	M	E	FE	NA
1. Keeps current and accurate records of student progress and attendance.						
COMMENTS:						
2. Has access to and utilizes a range of learning resources and equipment.						
COMMENTS:						
3. Performs routine administrative duties (grades, class list, bookstore orders, budget data, etc.) correctly and punctually.						
COMMENTS:						
4. Available to students during designated office hours.						
COMMENTS:						
5. Assumes their share of department responsibilities.						
COMMENTS:						
6. Participates in Selkirk College activities beyond instructional and departmental duties.						
COMMENTS:						

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FORM D *Continued*

INTERPERSONAL COMMUNICATIONS:

ACTIVITIES	DNM	MS	M	E	FE	NA
7. Works cooperatively and respectfully with other Selkirk College Staff.						
COMMENTS:						
8. Works cooperatively and respectfully with relevant outside agencies.						
COMMENTS:						
9. Works within College policies, procedures and Collective Agreements.						
COMMENTS:						
10. Contributes to a supportive environment in Selkirk College.						
COMMENTS:						
11. Consistently conducts all college activities in an ethical, fair and honest manner.						
COMMENTS:						
12. Communicates effectively, accurately and in a timely manner.						
COMMENTS:						