**IV. E. SUPERVISOR'S EVALUATION FORM FOR PROMOTION SEAVER COLLEGE**

Name of candidate Date

Application for promotion to

Respondent's name Signature

Respondent's title

All candidates for promotion are evaluated in the following areas: teaching; service to the community and the institution; and support for Christian values and the mission of Pepperdine University. After carefully reviewing the candidate's file, please complete the following questionnaire. In each of the ratings, compare the candidate with other teachers in this school and, if possible, at comparable institutions.

Summarize your evaluation of the candidate by circling the appropriate word(s) under the headings below. As this form is completed, remember that it is seen, as submitted, by the school committees and deans before the approval process is complete. Please use a computer to complete this form.

1. TEACHING EFFECTIVENESS
	1. Quality of Teaching

Has a thorough grasp of the subject, demonstrates interest in quality of teaching; is thoughtful in selection and preparation of texts, reading lists, projects; is knowledgeable in areas allied with the general field taught; is aware of new developments in related fields, is well read beyond the subject taught. Works to contextualize course content with General Education and to student values when appropriate.

Poor Marginal Good Very Good Outstanding Please comment:

* 1. Teaching Skills

Exhibits skill in communicating with classes; is dependable in preparing for and meeting classes; returns papers promptly; upgrades teaching techniques, works toward improving teaching performance; is thoughtful in creation of syllabi and assignments; gives appropriate and adequate feedback to students regarding their performance; provides evidence of student learning.

Poor Marginal Good Very Good Outstanding Please comment:

* 1. Concern for Students

Shows concern for students’ personal development; recognizes and greets students out of class; keeps regular and sufficient office hours. If applicable, is effective in counseling and advising students, conscientious in advising duties, and in keeping appointments with students.

Poor Marginal Good Very Good Outstanding Please comment:

* 1. Student Evaluations

For each course the candidate has taught at Pepperdine University during the last three years, list the course number, class size, student-evaluation average (on a five- point scale), and average of the grades awarded in the class.

Course Title and Number Class Size Average Evaluation Average Class Grade

How do the candidate's student evaluations compare with those of other teachers in comparable courses?

1. SERVICE
	1. Professional Service

Actively participates in appropriate professional organizations; holds office in state, regional, or national professional organizations; holds advisory and consultative positions of recognized stature; holds committee membership at the national, regional, or state level; attends professional meetings on a regular basis.

Poor Marginal Good Very Good Outstanding Please comment:

* 1. University Service

Does committee work effectively; carries out administrative responsibility within the school or division; sponsors student organizations; works with faculty organizations.

Poor Marginal Good Very Good Outstanding Please comment:

* 1. Community Service

Actively participates in community and public service through church, service or civil organizations.

Poor Marginal Good Very Good Outstanding Please comment:

1. SUPPORT FOR CHRISTIAN VALUES

Evaluate the candidate's consistent pattern of support for generally accepted Christian values and the mission of Pepperdine University as these are described in the Mission Statement. If you have knowledge, please comment on the candidate’s participation in a community of faith.

1. ADDITIONAL FACTORS

Please state other factors, if any, which you feel should be considered.

1. PROMOTION RECOMMENDATION (check one)

 I recommend without reservations that promotion be granted.

 I recommend with reservation that promotion be granted.

My reservations are:

 I recommend that promotion not be granted.

Please comment: