



**Office of Human Resources**  
**Evaluation: Special Assignment Faculty - Client Survey Form**

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(Please Print)

**Evaluation of:** \_\_\_\_\_ **Date:** \_\_\_ / \_\_\_ / \_\_\_

**Name of client:** \_\_\_\_\_ **Position:** \_\_\_\_\_

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1. In what situation(s) have you worked with the Faculty member or received information and/or services from the Faculty member?

2. In what areas do you believe that the Faculty member has done especially well in providing information and/or services to you or your department?

3. In what areas do you believe that the Faculty member could improve in providing information and/or services to you or your department?

4. Please rate the Faculty member on the following scales:  
 (Circle one option out of the two offered and rate that offer based on the scale, 1 = highest and 5 = lowest)

**Interpersonal Skills:**

Sensitivity / Insensitive	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Flexibility / Inflexible	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Taking initiative / Takes no initiative	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Collaboration / Non collaborative	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Leadership / Follows	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>

**Interpersonal Skills:**

Clarity / Unclear	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Sensitivity to audience / Insensitive	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>

**Reports and data summaries:**

Clarity / Unclear	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>
Informative / Uninformative	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>

**\* The Faculty member being observed has the right to append a statement to this observation.**

**SECTION II: APPROPRIATE ADMINISTRATOR'S SUMMARY  
 – OVERALL EVALUATION RATING (PART-TIME FACULTY ONLY) \***

This is the space for the appropriate Administrator to provide a final summary and overall evaluation on **Part-time Faculty only** based on the applicable contractual faculty standards.\*

**Summary Comments**

(Attach extra sheets, if necessary.)

Discuss the Part-time Faculty member's participation in Professional Responsibilities as described below:

18I.7c.1 Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development.

**\*Articles 14F.3, 14G.4, 14H.3, and 15G.2 provide for appropriate Administrator review addressing Faculty Standards for Contract and Regular Faculty.**

*Reference:* Article 14B.3, 14F.2b, 14F.3, 14G.4, 14H.3, 14I.3, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement