

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:						