APPENDIX D–1
CLASSROOM VISITATION FORM

Faculty Member’s Name________________________________________________________

College__________________________________________________________

Date of Visitation__________________________ Dept. __________________________

Tenured___________________ Non-Tenured__________________

For each item, respond by marking the space under the appropriate category of the key.
Mark your response in INK.

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<thead>
<tr>
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<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
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<tbody>
<tr>
<td>1. The instructor seemed to be concerned with whether the students learned the material.</td>
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<td>2. The instructor encouraged students to express opinions.</td>
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<td>3. The instructor appeared receptive to new ideas and others’ viewpoints.</td>
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<td>4. The student had an opportunity to ask questions.</td>
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<td>5. The instructor generally stimulated class discussion.</td>
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<td>6. The instructor attempted to cover too much material.</td>
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<td>7. The instructor appeared to relate the course concepts in a systematic manner.</td>
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<td>8. The class was well organized.</td>
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</table>

ADDITIONAL REMARKS (OPTIONAL)
This is to certify that I have read this document

Name of Evaluator   Signature   Date

Name of Faculty Member   Signature   Date
APPENDIX D-2(a)

DEPARTMENT CHAIR OR PEER EVALUATION COMMITTEE
EVALUATION OF FULL-TIME FACULTY MEMBER

Name __________________________ Department __________________________

Date of Last Evaluation ____________ College __________________________

Date of This Evaluation ____________

Personnel Action Being Considered____________________________________

DIRECTIONS:

Evaluate each faculty member on items A through D (include E and F where applicable).

CRITERIA:

A. Teaching Effectiveness (Article VIII, §A(1)(a)(i))

B. Academic Advising (Article VIII, §A(1)(a)(ii); and Article XII, §A(3))

C. Continuing Scholarship (Article VIII, §A(1)(b)(i))

D. Other Professional Activities (Article VIII, §A(1)(b)(ii))

E. Alternative Responsibilities (Article VIII, §A(1)(b)(iii); Article XII, §D; and Article XIV)

F. Activities Required of Professional Maritime Faculty (Article VIII–A, §B; and Article XII–A, §A(1))
1. Achievements in the individual’s specialized field

2. Maintenance of a proper uniform

3. Contribution to maritime training and shipboard operations

_________________________________________    ______________________________    
Signature of Department                   Date                            
Chair or Committee Chair

This is to certify that I have read this evaluation

_________________________________________    ______________________________    
Signature of Faculty Member               Date                            

If a Committee, list the names of its members:

(TO BE FILLED IN BY CHAIR OF THE COMMITTEE):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Names of Committee Members

Recommendation concerning personnel action being considered:

________________________________________________________________________

Record of votes cast, if any:

(TO BE FILLED IN BY CHAIR OF THE COMMITTEE):

________________________________________________________________________

(For) ___________________ (Against) ___________________ Date of Vote

VOTE
EVALUATION OF PART-TIME FACULTY MEMBER

Name____________________________________  Department__________________________

Date of Last Evaluation______________  College______________________________

Date of This Evaluation______________

DIRECTIONS:
Evaluate each faculty member on items A through C.

CRITERIA:

A.  Teaching Effectiveness (Article VIII, §A(2)(a))

B.  Academic Advising (Article VIII, §A(2)(b))

C.  Fulfillment of Other Obligations (Article VIII, §A(2)(c); and Article XII, §A(1)(b))

This is to certify that I have read this evaluation

________________________________________  ________________________________
Signature of Department Chair or Committee Chair

This is to certify that I have read this evaluation

________________________________________  ________________________________
Signature of Faculty Member
APPENDIX D-3
POST-TENURE REVIEW

Name of Unit Member ___________________________ Review Year ____________
Department ___________________________ College ___________________________

I. Review by Department Chair, Library Director or Campus School Principal
   A. _____ Unit member’s work is satisfactory.

      (No further statement shall be given.)

   B. _____ Unit member’s work is unsatisfactory for the following reasons:

      (A detailed and complete statement of the reasons must be given. Use additional paper if necessary.)

_________________________ ___________________________
Signature of Chair/Director/Principal Date

This is to certify that I have read this review.

_________________________ ___________________________
Signature of Unit Member Date

II. Review by Vice President
   A. _____ Unit member’s work is satisfactory.

      (No further statement shall be given.)

   B. _____ Unit member’s work is unsatisfactory for the following reasons:

      (A detailed and complete statement of the reasons must be given. Use additional paper if necessary.)

_________________________ ___________________________
Signature of Vice President Date

This is to certify that I have read this review.

_________________________ ___________________________
Signature of Unit Member Date
# APPENDIX D–4

**DEPARTMENTAL EVALUATION OF CHAIR**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Evaluation</th>
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<tbody>
<tr>
<td>Rank</td>
<td>Department</td>
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## Directions:
Evaluate the Department Chair’s responsibilities (reference Article VI, Section A) with regard to:

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<td>S  – Superior</td>
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<td>A  – Adequate</td>
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<td>IA – Inadequate</td>
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<td>NA – Not Applicable</td>
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<th>IA</th>
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<tr>
<td>1. Providing for scheduling of courses and classes.</td>
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<td>2. Providing for arranging of faculty schedules.</td>
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<td>3. Providing for independent, intra-departmental learning program (where applicable).</td>
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<td>4. Providing for Student Practica (where applicable).</td>
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<td>5. Providing for fieldwork and internships (where applicable).</td>
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<td>6. Providing for faculty research.</td>
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<td>7. Providing for other student and faculty activities.</td>
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<td>8. Making recommendations to the curriculum structure within the department.</td>
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<td>9. Insuring student accessibility to department courses.</td>
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<td>10. Assisting in the recruitment of faculty in the department.</td>
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<td>11. Participation in the evaluation of faculty in accordance with the provisions of Article VIII of the Agreement.</td>
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<td>12. Submitting requests for supplies, equipment, library holdings and other needs.</td>
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<td>13. Maintaining communication with students, prospective students and other faculty at the college relative to departmental matters.</td>
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<td>14. At the commencement of each academic semester, posting a list of all registered majors within the department (where applicable).</td>
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</table>
15. At the commencement of each academic semester posting a list of all minors in the department (only if no major exists and where applicable).

16. Meeting regularly with the Vice President or his designee and from time to time with members of the department and with the appropriate departmental committees in order to coordinate the interaction of departmental programs and activities and to facilitate the discharge of the responsibilities set forth in Article VI, Section A of this Agreement.

17. Providing for academic advising activities within the department.

18. Assigning student advisees to members of the faculty of the department.

19. Operating and monitoring the advising program of the department.

20. Evaluating each member of the department with respect to the quality of advising as it is rendered by that departmental member to students.

21. Serving on any boards and/or commissions (at the Massachusetts Maritime Academy only)

22. Advising faculty of the receipt of any substantial complaint by a student or faculty member which may affect the employment status of the faculty member.

23. Additional remarks (Optional).

________________________________________  __________________________
Signature of Committee Chair                  Date

This is to certify that I have read this evaluation

________________________________________  __________________________
Signature of Department Chair                  Date

If a Committee, list the names of its members:

(TO BE FILLED IN BY CHAIR OF THE COMMITTEE):
Names of Committee Members

Record of votes cast, if any:

(TO BE FILLED IN BY CHAIR OF THE COMMITTEE):

<table>
<thead>
<tr>
<th>(For)</th>
<th>(Against)</th>
<th>Date of Vote</th>
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<tbody>
<tr>
<td>VOTE</td>
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APPENDIX D-5

SPECIAL PERFORMANCE REVIEW

Department ____________________________  College ____________________________

I certify that the following bargaining unit members have performed satisfactorily during the preceding work year and are thus entitled to the salary adjustments that are contingent on satisfactory performance.

1. 21.  
2. 22.  
3. 23.  
4. 24.  
5. 25.  
7. 27.  
8. 28.  
9. 29.  
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11. 31.  
12. 32.  
13. 33.  
14. 34.  
15. 35.  
16. 36.  
17. 37.  
18. 38.  
19. 39.  
20. 40.  

______________________________   ________________________
Signature of Department Chair; Date
Chair of the Peer Evaluation Committee; Director, Library;
Program Area Chair;
or Principal, Campus School