

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as a Disabilities Specialist/Instructor	Meets / Exceeds Expectations	Needs Improvement
1. Demonstrates knowledge of discipline		
2. Demonstrates knowledge of current trends, laws, and regulations		
3. Maintains regular work schedule and office hours		
4. Is on time for appointments		
5. Is available to confer with students		
6. Provides needed services to eligible students		
7. Fosters an environment of trust and sensitivity		
8. Maintains student confidentiality.		
9. Fulfills professional obligations and delivers scheduled services to students		
10. Communicates clearly and effectively		
11. Establishes a student-teacher relationship conducive to learning		
12. Seeks resolutions to student concerns with faculty and administration		
13. Maintains required records and submits reports in a timely manner		
14. Effectively plans and implements department programs and services		
15. Promotes active involvement of student's learning activities		
16. Functions effectively with a minimum of supervision		
17. Demonstrates sensitivity in working with students, faculty, and staff of diverse backgrounds and needs		

Sources: (state sources of data). Narrative assessment: (insert comments here or attach separate sheet).