

CLINICAL NURSING FACULTY EVALUATION PACKET PREPARATION CHECKLIST

Each faculty member evaluated should complete this checklist and submit it as the cover sheet of his/her evaluation.

Faculty Member _____

Date _____

Part I • Documentation of Teaching

Please submit a packet including the following course materials:

- Course Identification (course name and number): _____
- Indicate whether the materials are related to Skill Lab or Clinical
If related to clinical, list facility name and unit: _____
- Course Clinical or Lab Objectives ☞ (attach a copy)
- Teaching Materials - *Include materials that you use or have created which clearly demonstrate how you manage, teach, and evaluate students in the clinical or lab environment.*

Guidelines for materials to be included in evaluation packet (Check each item that you have included):

- Completed daily student assignment sheets ☞ (label and attach)
- Completed daily instructor worksheets ☞ (label and attach)
- Example of daily student worksheet ☞ (label and attach)
- Alternative assignments with objectives ☞ (label and attach)
- Copies of interim student evaluations (minus names) ☞ (label and attach)
- Copies of final student evaluations (minus names) ☞ (label and attach)
- Examples of creative pre/post conferences ☞ (label and attach)
- Skills lab—describe presentation/techniques used to teach a particular skill ☞ (label and attach)
- Other – briefly list here ☞ (label and attach): _____
- Reflective Statement - *This should be a brief explanation of the source of the materials that you are submitting (cite references as necessary) and the use of the materials.* ☞ (label and attach)

Part II • Professional Development

- Years Covered (Maximum: last 5 years) _____
- Professional Development Worksheet - For the years that the evaluation covers, submit one Professional Development Worksheet and attach related documentation where applicable. ☞ (label and attach)

Use additional sheets if necessary.