

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as a Disabilities Specialist/Instructor	Exceeds Expectations	Meets 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. Creates an environment of trust and sensitivity			
8. Respects student confidences			
9. Provides a non-judgmental environment			
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 in text box or attach separate piece of paper)