

---

## POLICE AND FIRE ACADEMY 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 Name**

**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 ☐ Training Session or ☐ Scenario
- ☐ If related to scenario, list facility name and unit: \_\_\_\_\_
- ☐ Training Session or Scenario. ☞ Label and attach.
- ☐ Teaching Materials - *Include materials that you use or have created which clearly demonstrate how you manage, teach, and evaluate students in the training session or scenario.*

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 lesson plan for appropriate section. ☞ Label and attach.
- ☐ Example of subject matter handout. ☞ 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 in-service training for specific subject matter. ☞ Label and attach.
- ☐ Training session—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.