

**YORK TECHNICAL COLLEGE**  
**Reader Evaluation Form**  
**Faculty/Staff Development Projects**

Evaluation Scale:

Project Number \_\_\_\_\_

Acceptable = 2

Needs Improvement = 1

CRITERIA	FOCUS POINTS	Reader One	Reader Two
<b>1. Statement of Need:</b>	Meets one or more of the institutional goals		
<b>Reader Comments:</b>			
<b>2. Objectives:</b>	Clear and precise, attainable, improve current practices, measurable objectives		
<b>Reader Comments:</b>			
<b>3. Procedure:</b>	Identified in sequence, complete and clear, completed within 12 months		
<b>Reader Comments:</b>			
<b>4. Budget:</b>	Cost effective		
<b>Reader Comments:</b>			
<b>5. Evaluation:</b>	Correlates with objectives, measurable outcomes, benefits gained		
<b>Reader Comments:</b>			

Example

We consider this project: [Indicate one of the following]:

- Acceptable [Requires ten (10) points by each reader]
- Provisionally Acceptable (This project is generally sound, but the reviewers consider certain changes as indicated to be essential.)
- Unacceptable

**Readers' Signatures:**

\_\_\_\_\_

Reader One

\_\_\_\_\_

Reader Two