



# AMERICAN INSTITUTE OF LAW

## Peer-to-Peer Faculty Evaluation

18411 Crenshaw Boulevard, Suite 416, Torrance, California 90504-5066

Telephone (888) 412.4593, Fax: (888) 657.1895, Web: [www.instituteoflaw.com](http://www.instituteoflaw.com)

Dear State Bar:

### STATUS OF FACULTY EVALUATION

American Institute of Law wishes to keep the State Bar informed as to the status of all corrective measures, modifications or improvements to our systems, technology, compliance and the soundness of our educational program.

### RESPONSE 8

*The Dean is responsible for training and guidance regarding the use of our technology and the responsibilities of all professors. We do recognize the need to formalize our faculty evaluation process and intervals, and we have now done so. We are committed to use this tool to improve our faculty and to ensure that all faculty and staff function as a cohesive unit. Faculty evaluations will be conducted by the Dean a minimum of twice per year. Attached please find our new Instructor Evaluation.*

### FACULTY EVALUATION SYSTEM COMPLETED

We have completed and will continue to use our new faculty evaluation system to improve our program and faculty. Please find our new electronic faculty evaluation form, attached. The Dean can now evaluate any professor, at any time. An electronic copy will be stored within our Learning Management System and paper copy will be added to the faculty member's personnel file. Any professor may view and provide comments or request explanations at any time.

Faculty Evaluation Interface Capture 1

Faculty Evaluation Interface Capture 2

Populi Evaluation Document Tracking System Interface

Forms

AMERICAN INSTITUTE OF LAW

# AMERICAN INSTITUTE OF LAW

## Faculty Evaluation - Peer-toPeer

The Professor as Learning Facilitator \*

Select Name of Faculty Being Evaluated

Communication of Expectations \*

Communicates course goals and expectations clearly.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

Student Academic Achievement \*

Give students opportunities for academic growth, critical thinking, and initiative.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

Motivation \*

Motivates best effort from students and relates to students.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

Subject Knowledge \*

Has a thorough current knowledge of subject matter and course of study

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

**Planning and Preparation \***

Is well prepared for classes through daily and long-term planning.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

**Teaching Techniques \***

Uses appropriate teaching techniques; presents subject matter in a variety of ways; makes relevant and appropriate assignments.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

**Attitude toward Students \***

Demonstrates interest in students, empathizes, exhibits tolerance and fairness.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

**Attitude toward teaching \***

Is enthusiastic in teaching; demonstrates self-improvement.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

## The Professor as Member of the Law School Community

Attitude toward fellow Faculty and Staff \*

Works as a team player; responds to requests for input or information; supports the work of others.  
Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

Attitude toward AIL's mission \*

Follows college policies and procedures; supports the AILmission.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

## Documents and Preparation

Syllabi \*

Prepares and maintains accurate syllabi.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

Record keeping \*

Keeps accurate class records, submits grades and reports punctually.

Select up to 1

- ☐ 5– Outstanding
- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

Attendance and Punctuality \*

Absent only when necessary. Reports absences according to policy.

Select up to 1

- ☐ 5– Outstanding

- ☐ 4– Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

Comments

## Dean Electronic Signature

You agree that your electronic signature is the legal equivalent of your manual signature on this Application. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature (hereafter referred to as "E-Signature"), acceptance and acknowledgement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the validity of your E-Signature.

E-Signature \*

If you accept and acknowledge, please type your legal first and last name below

Date Signed \*

American Institute of Law, 18411 Crenshaw Boulevard, Suite 416, Torrance CA 90504-5066

Web: [www.instituteoflaw.com](http://www.instituteoflaw.com) Tel: 888.412.4593 Fax: 888.657.1895

[Reset Form](#)

# AMERICAN INSTITUTE OF LAW

## Faculty Evaluation - Peer-toPeer

### The Professor as Learning Facilitator \*

Saved

Select Name of Faculty Being Evaluated

Q Sheldrin Ruiz

### Communication of Expectations \*

Saved

Communicates course goals and expectations clearly.

Select up to 1

- ☐ 5- Outstanding
- ☒ 4- Exceeds Expectations
- ☐ 3- Meets Expectations
- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

### Student Academic Achievement \*

Saved

Give students opportunities for academic growth, critical thinking, and initiative.

Select up to 1

- ☒ 5- Outstanding

- ☐ 2- Needs Improvement
- ☐ 1- Unacceptable

Comments

Saved

I have observed several your lectures. You continue to demonstrate your enthusiasm and loyalty to our school.

Dean Electronic Signature

You agree that your electronic signature is the legal equivalent of your manual signature on this Application. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act/action, constitutes your signature (hereafter referred to as "E-Signature"), acceptance and acknowledgement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the validity of your E-Signature.

E-Signature \*

Saved

If you accept and acknowledge, please type your legal first and last name below

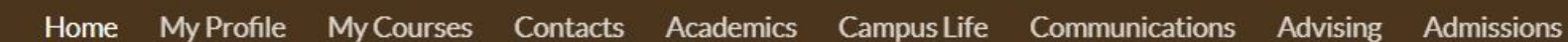
Mike Dowd


Date Signed \*

Saved

May 20, 2025



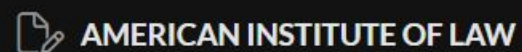


 There is one form with responses waiting for review.

Continue filling out AMERICAN INSTITUTE OF LAW · Started May 20, 2025 1:12pm

## Available Forms

Q Search Available Forms



Continue Filling Out This Form

Manage Forms &gt;

## My Forms



AMERICAN INSTITUTE OF LAW Re: Sheldrin Ruiz

Submitted on May 20, 2025



AMERICAN INSTITUTE OF LAW

Started on May 20, 2025

[All my forms >](#)