

____ Annual
 ____ Probationary

EVALUATION—FACULTY

Name of Employee: _____ Date of Employment: _____

Employee's Job Title: _____

Name of Evaluator: _____ Date of Evaluation: _____

Please use the following scale to rate employee performance of the key job description components:

5 = Exemplary = The faculty member’s performance is an example of high instructional quality and excellent fulfillment of job responsibilities and deserves recognition.

4 = Above Average = The faculty member’s performance exceeds the terms and expectations of the job description and fulfills job responsibilities on a high level of proficiency.

3 = Average = The faculty member’s performance fully meets the terms and expectations of the job description and fulfills job responsibilities competently.

2 = Below Average = The faculty member’s performance does not fully meet the terms and expectations of the job description. Details as to deficiencies are defined under Comments. Improvement of deficiencies must be demonstrated during the next academic year.

1 = Unsatisfactory = The faculty member’s performance is not of the quality expected by the terms of the job description. Previously identified deficiencies have not been improved to a satisfactory level. Conditions for satisfactory performance identified by the department chair and/or dean have not been fulfilled.

0 = No Knowledge = Evaluator has no knowledge of the faculty member’s performance of this duty or this duty is not applicable to the faculty member. Score will not be used in calculating the average rating.

JOB DESCRIPTION COMPONENTS – 5 point scale	RATING
Facilitate the learning process for all students and provide appropriate instruction for individual students as needed. Comments:	
Provide instruction that supports sound educational practice and that is in keeping with the philosophy and objectives of the college. Comments:	

Serve as academic advisor to designated students. Comments:	
Meet the class schedule as approved by the Dean of Curriculum Programs. Comments:	
Keep a minimum of five (5) office hours per week. Comments:	
Present all records and reports by deadline to appropriate person. Comments:	
Perform other duties as assigned by the Department Chair. Comments:	

Please use the following scale to rate employee performance of the key job description components:

Yes = The faculty member's performance fully meets the terms and expectations of the job description and fulfills job responsibilities competently.

No = The faculty member's performance does not fully meet the terms and expectations of the job description. Details as to deficiencies are defined under Comments. Improvement of deficiencies must be demonstrated during the next academic year.

N/A = Evaluator has no knowledge of the faculty member's performance of this duty or this duty is not applicable to the faculty member.

JOB DESCRIPTION COMPONENTS – Yes/No	Yes	No	N/A
Develop a course outline/syllabus for each course taught, file copies with the Dean of Curriculum Programs and Departmental Chair and maintain one copy for personal use. Distribute syllabi to each student during the first week of class. Comments:			
Select textbooks in cooperation with the Departmental Chair. Comments:			
Obtain approval from the Departmental Chair and Dean of Curriculum Programs for all field trips on appropriate form at least one week in advance of the field trip. Comments:			
Maintain order and care of facility in which instructor teaches. Comments:			
Keep current inventory and maintenance of all equipment assigned to instructor. Comments:			

<p>Participate in publicity efforts of the College and recruitment of students.</p> <p>Comments:</p>			
<p>Evaluate the achievement of students in assigned classes using the grading system published in college documents.</p> <p>Comments:</p>			
<p>Attend all committee, faculty, and departmental meetings. When scheduling conflicts occur, the faculty should arrange coverage and attend the meetings if, in their judgment, absence from class does not impede the planned progress of the class.</p> <p>Comments:</p>			
<p>Participate in professional development as scheduled in-house and a minimum of one (1) workshop, professional meeting, seminar, college course or other approved professional development activity per year.</p> <p>Comments:</p>			
<p>Participate in strategic planning, program planning/evaluation and budget planning process.</p> <p>Comments:</p>			
<p>Maintain good public relations with other areas of the College and with the community.</p> <p>Comments:</p>			
<p>Serve on institutional committees as appointed by the President.</p> <p>Comments:</p>			

<p>Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate.</p> <p>Comments:</p>			
<p>Act as a team player when working with any and all employees of the College.</p> <p>Comments:</p>			

NARRATIVE ASSESSMENT

General information on job performance:

Information on how the employee has helped the college reach its strategies and goals:

Professional Development goals for the next year:

Other Comments:

_____ Continued employment is recommended.

_____ Continued employment is contingent upon improvement. See above comments.

_____ Continued employment is not recommended. See above comments.

Signature of Evaluator

Signature of Employee

By signing the evaluation form, I acknowledge that a meeting occurred to discuss my performance. If I disagree with my performance evaluation, I may add comments.