



Annual Faculty Evaluation Plan

The evaluation plan is designed to allow faculty to create a portfolio that will serve as the basis for promotion and tenure. The annual cycle is defined as summer, fall and spring terms; i.e., one complete academic year.

Name: _____ Division: _____

Position Title: _____

Division Coordinator: _____

Highest Degree: _____ Year Eligible for Promotion: _____

Date of Initial Employment: _____

ASSESSMENT:

Faculty members with less than 6 months service must also set goals and in return receive an evaluation (even if it is not scored, goals must be set).

PROFESSIONAL GOALS:

This section should be completed to establish a faculty development plan for the next year's review. Each goal should be specific and should have a completion date defined. In most cases, the completion date will be 1 year (next annual review). Every faculty member should have at least 3 goals.

Goal #1: (TEACHING)	Timetable to Completion:
Plans/Strategies/Resources Needed:	
Goal #2: (COLLEGE SERVICE)	Timetable to Completion:
Plans/Strategies/Resources Needed:	

Goal #3 (PROFESSIONAL DEVELOPMENT)	Timetable to Completion:
Plans/Strategies/Resources Needed:	
Additional Goals:	Timetable to Completion:

Review Summarization:

Job Duties and Performance Expectations have been discussed with employee? ☐ YES ☐ NO

Goals and Objectives have been developed and discussed with employee? ☐ YES ☐ NO

Appropriate Corrective Action has been discussed with employee? ☐ YES ☐ NO ☐ N/A

SIGNATURES:

By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

Faculty Member _____ Date _____

Division Coordinator: _____ Date _____

Academic Dean _____ Date _____

Classroom and Teaching Evaluation

Teaching Effectiveness

Faculty self-assessment and student ratings should be considered. Course evaluations and student comments should be used.

1. **INSTRUCTIONAL DESIGN**: those technical skills in designing, sequencing, and organizing learning experiences which, when engaged by a qualified learner, result in a high probability that specified learning outcomes will be achieved by the student.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

2. **INSTRUCTIONAL DELIVERY**: interactive skills and characteristics that promote or facilitate learning, including the ability to motivate students, generate enthusiasm, and communicate effectively using various forms of technology.

Please Circle

Faculty's Self Assessment

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Division Coordinator's Assessment

Superior

Exceeds Expectation

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

Division Coordinator's Comments:

3. **INSTRUCTIONAL ASSESSMENT:** those tools in developing instruments, procedures, and strategies for assessing student learning and providing meaningful feedback to students.

Please Circle

Faculty's Self-Assessment

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Division Coordinator's Assessment

Superior

Exceeds Expectation

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

Division Coordinator's Comments

4. **COURSE MANAGEMENT:** those skills in configuring, maintaining, and managing the resources and facilities required to provide an appropriate teaching/learning environment.

Please Circle

Faculty's Self-Assessment

Superior
Exceeds Expectations
Standard Performance
Needs Development
Does Not Meet Expectations

Division Coordinator's Assessment

Superior
Exceeds Expectation
Standard Performance
Needs Development
Does Not Meet Expectations

Faculty's Comments:

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Division Coordinator's Comments:

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ANNUAL PORTFOLIO

PRACTICE AND PERFORMANCE

1. **ADVISING:** consulting with students on an individual/group basis for the purpose of providing guidance and advice concerning their academic endeavors.

Please Circle

Faculty's Self-Assessment

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

2. **AVAILABILITY/ACCESS:** consistency and reliability in maintaining on campus and/or online presence for student and collegial interactions.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

3. **RECORDS MANAGEMENT:** maintaining and submitting appropriate institutional, professional, and student records and reports.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior
Exceeds Expectations
Standard Performance
Needs Development
Does Not Meet Expectations

Faculty's Comments:

SERVICE TO THE INSTITUTION, PROFESSION, & COMMUNITY: contributes to campus/community life with active involvement in activities and/or makes contributions through publication/sponsorship of events in professional area.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior
Exceeds Expectations
Standard Performance
Needs Development
Does Not Meet Expectations

Faculty's Comments:

ACADEMIC ACHIEVEMENT & PROFESSIONAL DEVELOPMENT

1. **PROFICIENCY AND DISSEMINATION:** maintaining currency as well as transmitting and sharing information about professional and meta-professional.

Please Circle

FACULTY'S SELF-ASSESSMENT

Superior

Exceeds Expectations

Standard Performance

Needs Development

Does Not Meet Expectations

Faculty's Comments:

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SUMMARIZATION OF COMPLETION OF ESTABLISHED GOALS FROM PREVIOUS YEAR:

I. ATTACH UPDATED VITA

II. EVALUATION OF PREVIOUS YEAR'S GOALS

Please describe how in which you completed these goals in paragraph or list form.

a. TEACHING:

b. SERVICE:

c. PROFESSIONAL DEVELOPMENT

COLLEGIATE EVENTS ATTENDED

Please list all events attended throughout the academic year. (i.e. Faculty/Staff Workshop, Commencement, Spring Theatre Production, or Day of Service).

ADDITIONAL REMARKS:

Faculty Member:

Division Coordinator:

SIGNATURES:

By signing below, I acknowledge that I have participated in the review process and have received a copy of the review.

Faculty Member's Signature

Date

Division Coordinator

Date

Academic Dean

Date

Human Resources Director

Date