

ANNUAL FACULTY EVALUATION

Employee Information	
Employee Name:	Division:
Position Title:	Department:
From:	To:

Performance Evaluation – To be completed by President, Vice President, Dean, Division Chair, Director/Supervisor

INSTRUCTIONS

For each competency, mark the rating that best describes the employee’s performance. Select N/A if the competency is not applicable. Explanations are required when selecting a rating of “Needs Improvement”.

Rating Scale	Definition
Needs Improvement	Objectives and standards are not met. Needs significant improvement. Excessive attention by Division Chair/or immediate supervisor is required and does not grasp situation when explained. Corrective action is required.
Meets Expectations	Objectives and standards are met. Meets performance expectations and standards, including appropriate communication with Division Chair/or immediate supervisor. Errors are minimal and seldom repeated. Requires minimal supervision and follow-up. Almost always completes work or projects on schedule.

- I. Follows College Policies
 1. Completes institutional records (including SPI and CORE if applicable).
 2. Reports accurately and according to schedule.
 3. Performs such assignments as may be assigned by appropriate supervisor(s) according to job description/responsibilities.
 4. Conducts class as scheduled.
 5. Is available during posted office hours.
 6. Complies with attendance policy.
 7. Follows college procedures.
- II. LMS
 1. Overall maintenance of the LMS.

2. Students are provided with a current course syllabus created from the college approved syllabus management system.
3. Maintains accurate student records (i.e., gradebook, attendance records, etc.).
4. Welcome video (if online).
5. Orientation announcement (include format of class, hours, and contact information).
6. Etiquette expectations with regard to discussions and email communication.
7. Technology requirements posted.
8. Honorlock requirements for exams not monitored in person.
9. Gradebook that matches course evaluation stated in syllabus.
10. Assignments/quizzes/exams are listed with due dates and clarity.
11. Directions to contact Canvas for "Help".

III. Professionalism

1. Displays professionalism in clothing, uniform, and grooming.
2. Conduct/behavior and language inside/outside of the institution is appropriate according to SWTJC standards. DH(LOCAL).
3. Completes required PD.
4. Completes PD documentation on or before the due date(s).
5. Demonstrates respect for others.
6. Maintains timely communication with appropriate supervisor(s): 24 hours during a work week and within 48 hours after a holiday or weekend.
7. Attends faculty commitments at which he/she is expected to be present.
8. Attends departmental meetings at which he/she is expected to be present.
9. Expresses ideas clearly and accurately, both verbal and written.
10. Accepts supervision, including constructive criticism.
11. Documents any attempt to correct any deficiency.

IV. Instruction

1. Instructor remains current with technology as it relates to his/her teaching responsibilities.
2. Classes include clear introductions with references to learning objectives.
3. Class activities are clearly defined.
4. Instructor creates a positive learning environment where students are actively engaged.
5. Instructor's presentations are professional.
6. Instructor demonstrates self-confidence and poise in the classroom.
7. Instructor inquires for student feedback.
8. Classes meet for the scheduled time.
9. Classes include clear wrap-ups of learning objectives.

Rating Scale	Definition
Needs Improvement	Objectives and standards are not met. Needs significant improvement. Excessive attention by Division Chair or immediate supervisor is required and does not grasp situation when explained. Corrective action is required.
Meets Expectations	Objectives and standards are met. Meets performance expectations and standards, including appropriate communication with Division Chair/ or immediate supervisor. Errors are minimal and seldom repeated. Requires minimal supervision and follow-up. Almost always completes work or projects on schedule.
Exceeds Expectations	Frequently exceeds job requirements. Makes contributions well beyond job demands. Seizes initiative in development and implementation of challenging instructional and other work goals. Instructional and other job responsibilities are done thoroughly and on time. Thinks beyond details of the job, working toward the overall goals of the course and college goals.

V. Institutional Support

1. Demonstrates teamwork.
2. Willingness to support program/department and college initiatives.
3. Adapts to different circumstances.
4. Cooperates and contributes to the department with initiative (ex. lead specific department items, chair committee/s, train fellow faculty, serve as mentor to newly hired faculty member, serve as mentor to faculty member placed on an improvement plan, etc...).
5. Cooperates and contributes to the institution with initiative (ex. hosts a table or booth at a college wide event, hosts a BBQ team, etc...).
6. Supports community outreach (student engagement activities, guest speakers, service-learning projects, field trips, cross-curriculum events, etc...).

VI. Student Evaluations

1. Overall Student Instructional Survey: Rating mean > 4.00 exceeds, Rating mean = 4.00 meets, Rating mean < 4.00 needs improvement.
2. Instructor is reasonably prompt in returning tests (Q. #8 on survey): Rating mean > 4.00 exceeds, Rating mean = 4.00 meets, Rating mean < 4.00 needs improvement.
3. Instructor is reasonably prompt in returning assignments (Q. #9 on survey): Rating mean > 4.00 exceeds, Rating mean = 4.00 meets, Rating mean < 4.00 needs improvement.
4. Other (specific positive student comments, tutoring outside of class, etc...).

VII. Other

1. Localized Contribution: Departmental Strategic Plan Initiative (SPI) Goal: not met, met, exceeds.

VIII. Other

1. Institutional Success: Strategic Plan Goals: not met, met, exceeds.

For Merit Consideration:

Step 1: No “Needs Improvement” in areas I through VII. If there are not, proceed to

Step 2: A minimum of 75% (9 out of 12) “Exceeds Expectations” in areas V, VI, VII, VIII.

If Step 1 and Step 2 requirements are met, Merit Pay Incentive will be considered.

* Merit is a one-time per annum incentive awarded to an eligible employee based on superior work performance beyond the basic requirements of an individual employee’s job description. An eligible employee is one who has been employed full time by SWTJC for a minimum of 6 months.

Signatures	Date
_____	_____
Faculty Signature	Date
_____	_____
Evaluator Signature	Date

Based On Student-Evaluations (Completed by Faculty Member) Strengths: Improvement Needs: Goals (Date of Completion Including Expected Budget Expense):
Evaluator Comments Faculty Strengths: Improvement Needs: Goals (Time for Completion and Records):
Based On Evaluator-Evaluation of Faculty (Completed by Faculty Member) Strengths: Improvement Needs: Goals (Date of Completion Including Expected Budget Expense):
Additional Comments: