

FACULTY EVALUATION BY CHAIR/SUPERVISOR

Name:		Evaluation Period:	
Banner ID:		Department/ Discipline	
Position:		Date of Employment:	
Rank:		Department Chair/Supervisor	
Campus:			

GENERAL STATEMENT

The purpose of the performance evaluation is (1) to provide information to individual faculty members concerning job performance, thus contributing to professional growth and development, and (2) to provide information for use in recommendations concerning other institutional personnel actions. Desirable outcomes of the evaluation process include improved instruction, enhancement of communication, evidence of participation in fostering working relationships with students and colleagues, creation of an atmosphere where faculty development can be readily realized and assessed and enhancement of the quality of faculty performance. This summary will be used by the department Chairperson/Supervisor or the Chairperson/Supervisor's designee. Following complete, fair and open discussion of the evaluation, the faculty member should be given ample time to respond. Space for written comments is provided.

REVIEW OF RELATED MATERIALS

Have faculty member and Chair/Supervisor reviewed and discussed the following:

Position description		<b>Comments:</b>
Student surveys		
Classroom Observation		
Peer review		
Student success measures		
Self-Evaluation		

PERFORMANCE CHARACTERISTICS

**E=Exceeds Expectations:** Faculty Member’s performance is clearly above average.

Accomplishments are significant and above the standard of the job responsibilities.

**M=Meets Expectations:** Faculty Member’s performance meets all essential job requirements.

Accomplishments are in accordance with the standards of the position.

**D=Does Not Meet Expectations:** Faculty Member’s performance is well below the expectation of the job and requires a specific plan of action to improve noted deficiencies.

**PLEASE WRITE AN EVALUATION IN EACH CATEGORY (Teaching, Service, Professional Growth) INDICATING ONE OF THE PERFORMANCE CHARACTERISTICS NOTED ABOVE.**

<b>I. TEACHING</b>		<b>Comments:</b>
<b>Areas of consideration may include, but are not limited to the following:</b>		
<b>A) Classroom Environment</b>		<b>Comments:</b>
<ul style="list-style-type: none"> <li>• Makes use of appropriate teaching techniques</li> <li>• Communicates ideas</li> <li>• Stimulates student interest and independent thought</li> <li>• Challenges and motivates students to learn/achieve</li> <li>• Maintains high academic/performance standards</li> <li>• Provides students with written course requirements and clear assignments</li> <li>• Tutors students on individual or small group basis</li> <li>• Conducts evaluations of student performance and assigns grades on the basis of such evaluations</li> </ul>		

<b>B) Advising</b>		<b>Comments:</b>
<ul style="list-style-type: none"> <li>Assists students with academic and/or career advisement</li> <li>Is available for student conferences</li> <li>Works with students and employers in occupational settings, on-the-job training, practicums, internships, and similar work-related situations as needed</li> </ul>		
<b>C) Management</b>		<b>Comments:</b>
<ul style="list-style-type: none"> <li>Maintains records of student attendance and grades according to college and State policies</li> <li>Fulfills departmental requirements for data and records in a timely manner</li> </ul>		
<b>D) Student Success Measures</b>		<b>Comments:</b>
<ul style="list-style-type: none"> <li>Has student surveys administered in his/her classes as indicated by District policy</li> <li>Discusses results of surveys, and other student success measures (retention, success, productive grade rate, etc.) with Chairperson/Supervisor/Designee</li> </ul>		
<b>II. SERVICE</b>		
<b>A) Discipline/Department</b>		<b>Comments:</b>
<ul style="list-style-type: none"> <li>Participates in development of course content and selection of textbooks, equipment and instructional materials</li> <li>Fulfills all departmental duties and responsibilities in a timely manner</li> <li>Upholds the mission and values of the colleges and fosters effective working relationships with students and colleagues</li> </ul>		
<b>B) College/District</b>		<b>Comments:</b>
<ul style="list-style-type: none"> <li>Serves on department, college and District committees as needed to assist in policy development, promotion or tenure review and other matters to benefit the District</li> </ul>		
<b>C) Community</b>		<b>Comments:</b>
<ul style="list-style-type: none"> <li>Donates academic expertise in local, state or national community</li> </ul>		
<b>III. PROFESSIONALGROWTH</b>		<b>Comments:</b>
<ul style="list-style-type: none"> <li>Maintains knowledge and skills through study and research in discipline</li> <li>Participates in professional organizations and activities</li> </ul>		

**RECOMMENDATIONS/COMMENTS BY DEPARTMENTAL CHAIR/SUPERVISOR OR DESIGNEE:**

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**GOALS/OBJECTIVES OF FACULTY MEMBER FOR THE UPCOMING YEAR:**

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<b>OVERALL APPRAISAL</b>	
Faculty member is making satisfactory progress toward:	
Promotion	
Tenure	

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**Comments by Faculty Member:**

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I concur with this evaluation.	
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**SIGNATURES**

I certify that I have read and discussed this evaluation with this instructor.

Evaluator:	Date:

Faculty Member:	Date:

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The Dean or Vice President has reviewed and discussed this evaluation with the chair if the overall appraisal is "Does Not Meet".

Dean/Vice President:	Date: