



FACULTY PERFORMANCE APPRAISAL

<input type="checkbox"/> INITIAL PROBATIONARY <input type="checkbox"/> ANNUAL <input type="checkbox"/> PROMOTIONAL <input type="checkbox"/> OTHER (Specify) _____			
Name:		Evaluation Date:	
Academic Division:	Title:	Review Period Covered:	
		From:	To:

INSTRUCTIONS FOR EVALUATION

Performance Competencies (depending on position, some competencies may be more relevant than others.)

CATEGORY	EXCELLENT (5 points)	GOOD (3 points)	AVERAGE (1 point)
PROFESSIONALISM: Consider the faculty member's general attitude toward job and institution			
ATTENDANCE/PUNCTUALITY	⑤	③	①
Consider tardiness & occasions of absenteeism.	Rarely late, rarely absent < 3 per year	Sometimes late, absent. < 6 per year	> 6 absences per year
DEPENDABILITY	⑤	③	①
Consider faculty member's response when called upon to substitute for another instructor OR perform a task - can be trusted that the task will be accomplished on time; accessibility to do the work for the division.	Responds before asked. Assists to resolve problems proactively and consistently. (90% or more)	Responds positively most of the time. (50% of requests)	Responds reluctantly. Gives excuses. (Less than 50%)
FLEXIBILITY	⑤	③	①
Consider faculty member's response when called upon to flexibility in terms of scheduling; accessibility to do the work for the division and the College.	Responds before asked. Assists to resolve problems proactively and consistently. (90% or more)	Responds positively most of the time. (50% of requests)	Responds reluctantly. Gives excuses. (Less than 50%)
OVERALL AVERAGE OF ANNUAL EVALUATIONS OF CLASSROOM PERFORMANCE	⑤	③	①
Consider teaching methodology used to promote learning in the classroom. (Classroom Observation Form)	Overall score from the Observation forms : 5	Overall score from the Observation Forms: 4	Overall score from the Observation forms : 3
ABILITY TO DEAL WITH STUDENTS	⑤	③	①
Consider the % of student complaints; % of students requesting transfer to other classes; # of instructor complaints about students; % of times Student Services had to intervene to resolve issues.	Less than 2 complaints per year	3-5 complaints per year	More than 5 complaints per year

COLLEGE RESPONSIBILITIES: Consider the faculty member's fulfillment of out-of-class responsibilities and obligations

PRESENCE AT NON-TEACHING ACTIVITIES	⑤	③	①
Attendance at mandatory faculty meetings; divisional meetings; commencement, student-celebration events.	Attends 95% of the time	Attends 90% of the time	Attends Less than 90% of the time
ADMINISTRATIVE DUTIES	⑤	③	①
Submission of grades (midterms and finals), graded student work, other important course-related documents.	Has not missed a single deadline	Missed a couple of deadlines	Never on time, must be reminded
ABILITY TO DEAL WITH PEERS	⑤	③	①
Ability to deal with peers and willingness to help or respect peers and offer appreciation. Consider written complaints and verified & documented verbal complaints.	Deals in a positive and professional manner. No complaints from peers. (zero complaints)	Adequate work relationships. A few complaints. Helps occasionally. (1-3 complaints)	Reluctantly cooperative. Many complaints from peers. Helps grudgingly or not at all. (More than 3 complaints)
ABILITY TO DEAL WITH SUPERVISORS	⑤	③	①
Supervisors consider harmony, ability to deal with supervisors; including number of disciplinary actions, disciplinary emails, insubordination.	Deals in a positive and professional manner. Follows instructions. Responds to criticisms well. Responds to emails promptly. (zero complaints)	Adequate work relationships Follows instructions most of the time. Mostly responds to emails. (3 or less complaints)	Reluctantly cooperative. Does not always follow protocol. Has to be reminded. Responds to emails occasionally. (more than 3 complaints)
COLLEGE COMMITTEES	⑤	③	①
Accreditation, Curriculum and Program Development and Reviews, Assessment, Library, etc.	Attends, participates, contributes in appointed or elected college committees 95% of the time	Attends regularly 90% of the time	Does not attend and contribute regularly. Requires to be compensated for every extra minute.

CATEGORY	EXCELLENT (5 points)	GOOD (3 points)	AVERAGE (1 point)
PROFESSIONAL GROWTH	⑤	③	①
Consider completion of the professional growth requirement submission of verifiable documentation annually.	Completes discipline-specific professional growth activity and submits documentation annually.	Completes professional growth and submits documentation after reminders.	Has not completed annual professional growth activities as required and/or submitted documentation for the activity.
IN-SERVICE TRAINING	⑤	③	①
Participation in two in-service training workshops/activities as required and with verifiable documentation annually.	Presents at ASA sponsored in-service training and/or other approved external in-service activities and submits documentation annually.	Participates in ASA sponsored in-service training and/or other approved external in-service activities and submits documentation annually after reminders.	Has not participated in ASA sponsored in-service training and/or other approved external in-service activities and has not submitted documentation for any such activities for the past year.

SERVICE TO STUDENTS: Consider Faculty Member's Concern and Care for his/her students

AVAILABILITY TO STUDENTS	⑤	③	①
At-risk students, tutoring, complaints, advisement, involvement of student services etc.	Provides assistance in all retention-related activities.	Available 90% of the time.	Does not participate in any of the activities related to retention.
STUDENT ORGANIZATION	⑤	③	①
Participates in student activities in proactive manner or provides support when requested.	3 activities or more per semester.	2 activities per semester.	Less than 2 activities per semester.
SCORE ON TMS AND RELATED	<i>Minus</i> ⑤	<i>Minus</i> ③	<i>Minus</i> ①
Percent of students at risk UNIDENTIFIED on TMS™ who eventually failed. (<i>This is a NEGATIVE SCORE</i>).	3 activities or more per semester.	2 activities per semester.	Less than 2 activities per semester.
Percent of students at risk who passed due to interventions provided by instructor.	⑤ x 2	③ x 2	① x 2
	Excellent.	Good.	Satisfactory.
Summary Of Students' Assessment Of Instructor's Course Delivery.	⑤ x 2	③ x 2	① x 2
	Excellent - Above Median.	Good - At Median.	Satisfactory - Below Median.
TOTAL:			
<i>Note: Appraisal does not guarantee increase in compensation that is contingent on resource availability.</i>			HIGHEST SCORE:

OVERALL COMMENTS: SATISFACTORY UNSATISFACTORY

Reviewer's comments:

RECOMMENDED FOR FUTURE TEACHING ASSIGNMENTS: YES NO

Evaluated by:

Name: _____

Title: _____

Signature: _____

Date: _____

Faculty name (Please Print): _____

Faculty Signature: _____

Date: _____

Note: Above signature acknowledges only receipt of a copy of the performance appraisal report and does not indicate agreement or disagreement to the entries specified herein.

TOTAL SCORE: _____

INCREASE IN COMPENSATION: _____ %

Reviewer's name (Please Print): _____

Reviewer's Signature: _____

Date: _____

Non scholae, sed vitae discimus!