

Faculty Performance Review



Name: _____ Employee ID #: _____

Department/Discipline: _____ Date(s) of Review: From _____ To _____

Tenure-Track Contract Year 1 2 3 4 Tenured Adjunct Temporary/LTT Other

Please check the appropriate box which best describes the employee's performance:

PROFESSIONAL RESPONSIBILITIES

Teaching Skills and Learning Environment

	Satisfactory	Needs Improvement	Unsatisfactory
1. Communicates clearly, and effectively with students and other members of the college community, both in-person and digitally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Adheres to the approved course outline and effectively assesses the student learning outcomes as stated in the approved course outline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Employs a variety of successful pedagogical approaches to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provides clear course information, assignments, grading criteria, expected turnaround time and directives to students, including an introduction to the class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Interacts with students and colleagues across employee groups respectfully, positively, and constructively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Promotes an inclusive classroom or workplace environment that is free from harassment, prejudice, or discrimination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructional Organization and Planning

7. Provides for each student a current course syllabus consistent with the approved course outline for each course taught (a copy of which will be maintained each year in the area/division office) and provides a copy to the appropriate administrator by the end of the second week of the term for 16-week classes and end of first week for 8-week classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Provides students with timely grading on assignments/assessments. Informs students of grades/academic status on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintains required office hours (may not be applicable to adjunct faculty); makes oneself available to students; meets classes as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Meets obligations on time; e.g., grades, requisitions, schedules, textbook orders, rosters, syllabi, SLOs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Professional Growth and Currency

11. Maintains current knowledge of field in performance of assignment. Demonstrates evidence of preparation in area of assignment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrates knowledge and application of appropriate teaching tools and resources, including current trends and technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Demonstrates evidence of participation in professional growth and development activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College-Wide Participation and Collegiality

14. Demonstrates evidence of participation in college service activities. (Not required for adjunct faculty). Flex activities meet a contractual obligation and are not considered college service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Effectively plans, implements, promotes, evaluates, and accepts feedback on department programs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Participates in peer review process and serves on peer review committees when requested (not required for adjunct faculty).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall Rating

(Must be consistent with the factor rating, although there is no prescribed formula for compiling the overall rating.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SOURCES OF INFORMATION ON WHICH REVIEW IS BASED

- Self-Study Student Evaluation of Faculty Performance
- Worksite/Classroom Observation Other: _____

COMMENTS

As performance review is a continuous process, recommendations and commendations should be reduced to writing in the space below. If necessary, provide additional comments and/or recommendations for improvement on a separate sheet of paper and attach it to this document. **Specific recommendations for improvement must be given for each number listed in the PROFESSIONAL RESPONSIBILITIES section above marked "Unsatisfactory" or "Needs Improvement."**

RECOMMENDATION OF PERFORMANCE REVIEW COMMITTEE

- Tenured Faculty**
- Faculty member has successfully completed their performance review. Next review date (3 years): _____
- Faculty member will be reviewed again within the next two semesters to review progress made on recommendations above.

Tenure-Track Faculty
(Note: An overall rating of "Needs Improvement" or "Unsatisfactory" for tenure-track faculty may lead to a recommendation to not be offered a subsequent contract or not be granted tenure.)

- 1st year review; offered a second-year contract. Not offered a contract.
- 2nd year review; offered a third- and fourth-year contract. 3rd year review
- 4th year review; granted tenure. Not granted tenure.

- Adjunct Faculty**
- Rehired for service as needed. 1st semester review 2nd semester review Regular review (every 6 semesters)

Peer Evaluator #1: _____ Peer Evaluator #2: _____

Employee Signature: _____ Date: _____
(I understand that I may submit a written statement to the Human Resources Office that will be attached to this performance review.)

Administrator Signature: _____ Date: _____