



PERFORMANCE AND DEVELOPMENT

FACULTY EVALUATION

Instructions: Ratings are to be based on the Division Chair's, Dean's or Associate Vice-President's perception of the instructor's level of performance.

1- Unsatisfactory 2- Fair 3- Average 4- Good 5- Excellent N/A -Does not apply

FOLLOWS COLLEGE POLICIES:

- ___ 1. Completes records and reports accurately and according to schedule.
- ___ 2. Performs such assignments as may be assigned by appropriate supervisor(s) according to job description/responsibilities.
- ___ 3. Attends faculty and departmental meetings at which he/she is expected to be present.
- ___ 4. Is available at posted office hours and complies with attendance policy.
<http://swtjc.edu/tinybrowser/files/hr/facultyhandbook2014.pdf#page=35>
- ___ 5. Follows proper procedures.
- ___ 6. Follows proper channels and chain of command.

Comments:

QUALITY OF WORK:

- ___ 1. Expresses ideas clearly and accurately, both verbal and written.
- ___ 2. Written letters and documentation are professionally written and free of errors.
- ___ 3. Students are provided with a course syllabus, a written grading policy, and a written class attendance policy; compliant with SWTJC policy.
([http://pol.tasb.org/Policy/Download/1174?filename=EFA\(LEGAL\).pdf](http://pol.tasb.org/Policy/Download/1174?filename=EFA(LEGAL).pdf)) and
http://swtjc.edu/tinybrowser/files/curriculum_and_instruction/attendance_management_procedure_2013.pdf and
http://swtjc.edu/tinybrowser/files/curriculum_and_instruction/attend_attendance_policy-dev-ed.pdf)

- ___ 4. Excellent knowledge of subject matter is observed.
- ___ 5. Creates a positive learning environment where students are actively engaged.
- ___ 6. Other (discipline or department specific items).

Comments:

RESOURCEFULNESS:

- ___ 1. Proposes instructional, departmental and/or program improvements in areas including UAP goals, budgets, and curriculum.
- ___ 2. Incorporates new teaching methods and/or technology.
- ___ 3. Other (discipline or department specific items).

Comments:

STUDENT RAPPORT/SERVICE:

- ___ 1. Develops professional relationships with students and encourages open communication between faculty and student.
- ___ 2. Takes part in early alert system to help at-risk students by reporting to appropriate staff and participates in advising students.
<http://swtjc.edu/tinybrowser/files/hr/facultyhandbook2014.pdf#page=32>
- ___ 3. Other (discipline or department specific items).

Comments:

PEER RAPPORT/ADMINISTRATIVE SUPPORT:

- ___ 1. Develops positive professional relationships with faculty and staff.
- ___ 2. Maintains adequate communication with appropriate supervisor(s).
- ___ 3. Demonstrates teamwork and willingness to support program/department and college initiatives.

- ___ 4. Accepts supervision, constructive criticism, and attempts to correct any deficiency.
- ___ 5. Willing to adapt to different circumstances or has sound reasons for opposition.
- ___ 6. Cooperates and contributes to institution with initiative.
- ___ 7. Other (discipline or department specific items).

Comments:

PROFESSIONALISM:

- ___ 1. Presents an appropriate professional appearance.
- ___ 2. Conduct/behavior and language inside/outside of the institution is appropriate according to SWTJC standards.
[http://pol.tasb.org/Policy/Download/1174?filename=DH\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/1174?filename=DH(LOCAL).pdf)
- ___ 3. Demonstrates continued professional growth.

Comments:

STUDENT EVALUATIONS:

- ___ 1. Overall Student Instructional Survey rating of 4.00 or higher.
- ___ 2. Comments reflect positive impact of professor.
- ___ 3. Other (discipline or department specific items).

Comments:

Comments by Division Chair, Associate Vice-President, or by Dean of Liberal Arts/Applied Sciences:

Comments by Instructor:

Instructor

Date

Div. Chair, Assoc. VP or Dean of Liberal Arts or Applied Sciences/Date