

**ANNUAL FACULTY EVALUATION**

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| Employee Information | | | | | |
| Employee Name: Click or tap here to enter text. | | | Division: Click or tap here to enter text. | | |
| Position Title: Click or tap here to enter text. | | | | Department: Click or tap here to enter text. | |
| Performance Evaluation Period: | | SWTJC ID#: Click or tap here to enter text. | | | |
| From: Click or tap to enter a date. | To: Click or tap to enter a date. |  | | |  |

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| **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. In the NARRATIVE ASSESSMENT sections, provide specific examples and illustrations. Explanations are required when selecting a rating of “Needs Improvement”. |

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| **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. Errors are minimal and seldom repeated. Requires minimal supervision and follow-up. Almost always completes work or projects on schedule. |

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| **I. Follows College Policies** | | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** |
| Completes institutional records (including UAP and CORE if applicable) and reports accurately and according to schedule: specific to division. | | Click or tap here to enter text. |  |  |
| Performs such assignments as may be assigned by appropriate supervisor(s) according to job description/responsibilities. | | Click or tap here to enter text. |  |  |
| Attends faculty and departmental meetings at which he/she is expected to be present. | | Click or tap here to enter text. |  |  |
| Is available at posted office hours and complies with attendance policy page: [SWTJC Faculty Handbook](http://swtjc.edu/documents/hr/swtjcfacultyhandbook2018.pdf%23page=45%20) | | Click or tap here to enter text. |  |  |
| Follows proper college procedures. | | Click or tap here to enter text. |  |  |
| Expresses ideas clearly and accurately, both verbal and written. Written letters and documentation are professionally written and free of errors. | | Click or tap here to enter text. |  |  |
| **II. Instructional Duties/Responsibilities** | | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** |
| Conducts class as scheduled. | | Click or tap here to enter text. |  |  |
| Adapts to different circumstances. | | Click or tap here to enter text. |  |  |
| **LMS** | | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** |
| Overall maintenance of the LMS | | Click or tap here to enter text. |  |  |
| Students are provided with a current course syllabus, a written grading policy, and a written class attendance policy; compliant with SWTJC policy. (EFA (Legal) and Attendance Procedure and Attendance Policy (DevEd) | | Click or tap here to enter text. |  |  |
| Maintains accurate student records (i.e., gradebook, attendance records, etc.) | | Click or tap here to enter text. |  |  |
| If applicable, link to Zoom meeting | | Click or tap here to enter text. |  |  |
| Welcome announcement (include format of class hours and contact information) | | Click or tap here to enter text. |  |  |
| Orientation video (if online) | | Click or tap here to enter text. |  |  |
| Etiquette expectations with regard to discussions and email communication | | Click or tap here to enter text. |  |  |
| Technology requirements | | Click or tap here to enter text. |  |  |
| Honorlock requirements for exams not monitored in person | | Click or tap here to enter text. |  |  |
| Gradebook that matches course evaluation stated in syllabus | | Click or tap here to enter text. |  |  |
| Current attendance | | Click or tap here to enter text. |  |  |
| Assignments/quizzes/exams are listed with due dates and clarity | | Click or tap here to enter text. |  |  |
| Student Services listed with current link | | Click or tap here to enter text. |  |  |
| Library resources listed with current link | | Click or tap here to enter text. |  |  |
| Disability resources listed with current link | | Click or tap here to enter text. |  |  |
| SWTJC IT Department listed with current link | | Click or tap here to enter text. |  |  |
| Directions to contact Canvas for “Help” | | Click or tap here to enter text. |  |  |
| **III. Professionalism** | | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** |
| Displays professionalism in clothing, uniform, and grooming. | Click or tap here to enter text. | |  |  |
| Conduct/behavior and language inside/outside of the institution is appropriate according to SWTJC standards. DH(LOCAL) | Click or tap here to enter text. | |  |  |
| Demonstrates continued professional growth and completes PD documentation in or before the due date(s). | Click or tap here to enter text. | |  |  |
| Practices tactfulness shows compassion and demonstrates respect for others, as well as supportive and reassuring. | Click or tap here to enter text. | |  |  |
| Maintains timely communication with appropriate supervisor(s). | Click or tap here to enter text. | |  |  |
| Accepts supervision, constructive criticism, and attempts to correct any deficiency. | Click or tap here to enter text. | |  |  |
| **TOTAL** |  | | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Meets Expectations** | Objectives and standards are met. Meets performance expectations and standards. 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. |

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| **IV. Instructional Effectiveness** | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Remains current with technology as it relates to his/her teaching responsibilities. | Click or tap here to enter text. |  |  |  |
| During class observation: Class included a clear introduction with reference to learning objectives. | Click or tap here to enter text. |  |  |  |
| During class observation: Class activities indicated good planning and were clearly defined. Related back to course outcomes/objectives. | Click or tap here to enter text. |  |  |  |
| During class observation: Instructor creates a positive learning environment where students are actively engaged. | Click or tap here to enter text. |  |  |  |
| During class observation: Instructor’s presentation was appropriate (professional). | Click or tap here to enter text. |  |  |  |
| During class observation: Instructor demonstrated self-confidence and poise. | Click or tap here to enter text. |  |  |  |
| Instructor answered questions and inquired for student feedback. | Click or tap here to enter text. |  |  |  |
| During class observation: Class lasted for the scheduled time and included a clear wrap up, recap of learning objectives. | Click or tap here to enter text. |  |  |  |
| During class observation: The general class atmosphere reflected mutual respect and regard. | Click or tap here to enter text. |  |  |  |
| Other (student engagement activities, guest speakers, service-learning projects, field trips, cross-curriculum events, etc…). | Click or tap here to enter text. |  |  |  |
| **V. Peer Rapport/Administrative Support** | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Develops positive professional relationships with faculty and staff. | Click or tap here to enter text. |  |  |  |
| Demonstrates teamwork and willingness to support program/department and college initiatives. | Click or tap here to enter text. |  |  |  |
| Cooperates and contributes to institution with initiative. Adapts to different circumstances. | Click or tap here to enter text. |  |  |  |
| Other (lead specific department items, chair committee/s, train faculty, etc…). | Click or tap here to enter text. |  |  |  |
| **VI. Student Evaluations** | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Overall Student Instructional Survey rating of 4.00 or higher | Click or tap here to enter text. |  |  |  |
| Overall comments reflect positive impact of professor. | Click or tap here to enter text. |  |  |  |
| Grades work and provides feedback on assignments in a timely manner. | Click or tap here to enter text. |  |  |  |
| Other (specific positive student comments, tutoring outside of class, etc…) | Click or tap here to enter text. |  |  |  |
| **VII. Other** | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Localized Contribution | Click or tap here to enter text. |  |  |  |
| **VIII. Other** | **Narrative Assessment** | **Needs Improvement** | **Meets Expectations** | **Exceeds Expectations** |
| Institutional Success | Click or tap here to enter text. |  |  |  |
| **TOTAL** |  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| ***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% (15 out of 20) “Exceeds Expectations” in areas IV, 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** |

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| **Based On Student-Evaluations (Completed by Faculty Member)**  **Strengths:** Click or tap here to enter text.  **Improvement Needs:** Click or tap here to enter text.  **Goals (Date of Completion Including Expected Budget Expense):** Click or tap here to enter text. |
| **Evaluator Comments**  **Faculty Strengths:** Click or tap here to enter text. **Improvement Needs:** Click or tap here to enter text. **Goals (Time for Completion and Records):** Click or tap here to enter text. |
| **Based On Evaluator-Evaluation of Faculty (Completed by Faculty Member)**  **Strengths:** Click or tap here to enter text.  **Improvement Needs:** Click or tap here to enter text.  **Goals (Date of Completion Including Expected Budget Expense):** Click or tap here to enter text. |
| **Additional Comments:** Click or tap here to enter text. |