Faculty Member__________________________________________

Faculty Performance Appraisal Instrument

The five categories listed below constitute the college’s expectations of the faculty member. These responsibilities will be assessed utilizing student evaluations, classroom observations by the supervisor or his/her designee, and the supervisor’s formative and summative evaluations.

All activities of the faculty member shall reflect the mission, vision, values and learning focus of the College.

Category I: Facilitating Student Learning

A. Instruction

1. The faculty member is responsible for the development and presentation of relevant course content for all courses he/she is assigned.
   ___ Excellent development and presentation of relevant course content that integrates learning college principles
   ___ Development and presentation of course content is adequate to assist in student learning
   ___ Unacceptable development and/or presentation of course content

2. The faculty member makes available and reviews up-to-date course syllabus.
   Yes_____ No _____

3. The faculty member utilizes active learning methods and uses a variety of instructional strategies designed to assist the learner in meeting the objectives of the course. Such activities can include, but are not limited to:
   • Cooperative learning
   • Experiential learning
   • Writing for learning
   • Critical thinking

   ___ Utilizes a variety of methods and strategies
   ___ Utilizes some methods and strategies
   ___ Does not utilize active learning methods or varying instructional strategies

B. Instructional Support

1. Whenever there is not a standard course syllabus, the faculty member prepares for each course assigned a course syllabus utilizing the standard course syllabus template that outlines clear and reasonable learning outcomes and expectations and that reflects the college general competencies.

Revised: Spring 2006; August 2014
2. The faculty member uses the course description set forth in the common course library when developing or assessing learning objectives.  
   Yes____  No ____  Not Applicable ____

3. The faculty member, when developing or assessing course objectives, appropriately integrates:
   a) Activities to enable students to achieve program competencies and student learning outcomes
      Yes____  No____
   b) Advisory committee recommendations
      Yes____  No____  Not Applicable ____
   c) Workplace and career needs
      Yes____  No____  Not Applicable ____

4. The faculty member arranges for the acquisition and preparation of all materials and equipment in a timely manner necessary to meet course objectives. When applicable, the faculty member notifies the library staff of materials that may be needed by students.  
   Yes____  No ____

5. The faculty member completes and submits textbook orders in a timely manner.  
   Yes____  No ____

6. The faculty member is available for assisting students in achieving their learning goals.
   ___Available beyond office hours; seeks opportunities to assist students; is helpful and interested when assisting students.
   ___Usually available to assist students; is interested when assisting students.
   ___Seldom available for students; displays detached and uninterested attitude with students.

7. The faculty member posts and maintains office hours for students.  
   Yes____  No ____

8. The faculty member is prompt and accurate in the recording and reporting of student data including, but not limited to census documentation, enrollment verification, attendance records, and final grade reports with supporting documentation.  
   Yes____  No ____
Category II Service to Isothermal Community College

1. The faculty member demonstrates a commitment to the Mission and Values of the College.
   ___ Demonstrates high level of commitment; makes significant contributions; motivates others
   ___ Demonstrates acceptable level of commitment; makes contributions
   ___ Participates when required, but does not seek opportunities for involvement
   ___ Is counter-productive to the initiative

2. The faculty member actively participates in college committees and/or college-wide activities as elected or assigned.
   ___ Facilitate process; makes significant contributions; motivates others
   ___ Cooperative and helpful; participates in group/team/committee work
   ___ Attends, but does not participate
   ___ Is counter-productive to process

3. The faculty members is supportive of students’ learning goals by:
   a. Focusing on student learning outcomes
      Yes____ No____
   b. Taking into account the needs and abilities of the students
      Yes____ No____
   c. Becoming familiar with the college’s academic and learning support services
      Yes____ No____
   d. Making reasonable provisions to accommodate documented individual learning needs
      Yes____ No____
   e. Enforcing the academic integrity policy of the college
      Yes____ No____

4. The faculty member provides academic advising and assists in the registration process.
   Yes____ No____

5. The faculty member participates in graduation exercises wearing appropriate academic regalia.
   Yes____ No____

6. The faculty member participates in institutional assessment through department, program, general education and course assessment as defined in the College Assessment Manual.
   Yes____ No____

7. The faculty member performs other assignments, consistent with his/her professional abilities, as assigned by an appropriate Dean, Director or administrator in carrying out the mission of the college. These duties include, but are not limited to:
   a) Working with the community in meeting the learning needs of our service area when requested
      Yes____ No____ Not Applicable____
b) Assisting adjunct or new instructors when requested
   Yes____  No ____  Not Applicable ____

**Category III  Professional Development**

1. The faculty member remains abreast of ongoing developments and practices in his/her professional content area(s).
   a. Job Knowledge and Interest:
      __ Very knowledgeable; shows enthusiasm
      __ Knowledgeable; interested
      __ Some knowledge; shows some interest
      __ Limited; shows little interest
   
   b. Updating Content Area Skills/Knowledge
      __ Exceptionally motivated to acquire skills/knowledge
      __ Interested; takes advantage of opportunities available
      __ Does what is required and expected
      __ Limited; shows little interest

   The faculty member develops and updates a performance enrichment plan (PEP) to enhance content knowledge and teaching skills. Yes _____  No ______ Comments and Recommendations: ____________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________
   _________________________________________________________________________

2. The faculty member seeks opportunities to enhance skills in the utilization of active learning methods and instructional strategies.
   __ Exceptionally motivated to acquire skills/knowledge
   __ Interested; takes advantage of opportunities available
   __ Does what is required and expected
   __ Limited; shows little interest

3. The faculty member has completed an approved active learning course within the first year of his/her employment unless approved by the appropriate Dean/Director and Vice President.
   Yes____  No ____

4. The faculty member participates in activities on convocation and scheduled professional development days.
   Yes_____  No ____
5. The faculty member shows evidence of remaining current on college technology and program specific software.
   Yes____  No ____

6. The faculty member is aware of Family Education and Privacy Act (FERPA) privacy requirements.
   Yes____  No ____

Category IV  Interpersonal Skills

1. The faculty member consistently interacts with students, peers, and administrative and support staff in a timely, flexible, fair and professional manner. This may be evidenced by but not limited to:

   a. Receptiveness to input from others
      __Values input
      __Usually values input
      __Sometimes values input
      __Does not value input

   b. Positive feedback to others
      __Generous with compliments, recognition and feedback
      __Feedback is usually positive
      __Pays little attention to others
      __Poor attitude and frequent negative feedback

   c. Constructive work relationships
      __Strives to develop and maintain good working relationships; values and promotes the self-confidence and self-esteem of others
      __Overall, maintains good working relationships
      __Has few positive working relationships
      __Obstructs positive working relationships

   d. Solicitation of ideas
      __Encourages others to state their views
      __Occasionally solicits ideas from others
      __Is unconcerned about soliciting ideas from others
      __Does not listen to another person’s ideas or point of view
e. Responsiveness to the ideas and concerns expressed by others
   ___Accepts, defines and efficiently addresses concerns; focuses on situation, issues, behaviors, not the person
   ___Usually addresses concerns appropriately and effectively
   ___Ignores or avoids addressing concerns
   ___Places blame on others for concerns

f. Demonstrates properly directed leadership when appropriate
   ___Exhibits excellent leadership traits; leads by example, participation, involvement
   ___Is aware of influence on others and acts accordingly
   ___Pays little attention to his/her influence on others
   ___Has negative influence on others

2. The faculty member expresses needs, problems, and ideas through professional appropriate communication.
   Yes _____ No _____ Comments and Recommendations: ____________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

Category V Professional Behavior

1. The faculty member consistently demonstrates:
   a. Motivation and productive work habits
      ___Exceptionally motivated and productive; always does “extra”
      ___Usually does more than required
      ___Does what is required and expected
      ___Does less than what is required

   b. Commitment to excellence as expressed in the College mission, vision and values
      ___Consistently sets and meets high standards of excellence
      ___Sets high standards and usually meets them
      ___Is inconsistent or unreliable in setting or meeting standards of excellence
      ___Has little interest in setting standards of excellence

   c. A positive, cooperative and supportive attitude toward others
      ___Consistently demonstrates positive, helpful, supportive and understanding attitude
      ___Usually friendly, interested and concerned
      ___Sometimes indifferent and detached
      ___Seldom interested or concerned; tense cold and abrupt
d. Situationally appropriate dress and grooming
   __Appropriate
   __Usually appropriate
   __Inappropriate

e. Punctuality
   __Always on time
   __Usually on time
   __Usually late

f. Reliability when performing assigned tasks
   __Requires little supervision
   __Requires average supervision
   __Requires constant supervision

VII. COMMENTS AND RECOMMENDATIONS:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Evaluator Signature ___________________________ Date ________________

Faculty Member Signature* _______________________ Date ________________

*Faculty Member’s signature does not necessarily indicate agreement with evaluation, only that the employee has knowledge of the results.