

Chattahoochee Valley Community College

SELF EVALUATION

Faculty Performance Appraisal Form 2011-2012

FACULTY NAME:

POSITION HELD:

Instructor

ACADEMIC DEPARTMENT:

EVALUATOR:

EMPLOYMENT DATE:

LAST EVALUATION DATE:

Evaluation Scoring Guide:

Enter the appropriate rating for each work activity under broad categories.

1	=	Marginal	Occasionally Meets Requirements
2	=	Adequate	Frequently Meets Requirements
3	=	Competent	Always Meets Requirements
4	=	Commendable	Exceeds Expected Requirements
5	=	Distinguished	Consistently Exceeds Expected Requirements

Criteria – Based Performance Appraisal for Faculty Level Position

Major Work Activities

I. Instructional Category 75%			
	A.	Methods of Teaching	Utilizes appropriate methodologies. Provides accurate information to students.
	B.	Instructional	Organizes course content appropriately. Develops, revises course syllabi as necessary, distributes each semester. Updates content as needed.
	C.	Curriculum Development	Participates in review and planning of departmental curriculum. Makes suggestions; devises goals to modify curriculum as warranted.
	D.	Test/Evaluation – Construction	Designs and administers at least three evaluations for grade determination in each course and makes students aware of all methods used to derive grades.
	E.	Classroom Environment	Maintains a classroom setting which allows student freedom of expression within prescribed limitations.
	F.	Student Interaction	Encourages students to express themselves. Is available to students during work schedule and has announced office hours to all classes. Administers student evaluation of instruction according to policy.

	G.	Class Attendance	Begins/ends class on time. Plans for class substitution through appropriate academic channels.
	H.	Work Schedule	Posts accurate office hours. Maintains a minimum of 35 hours work week schedule and notifies Division Chair when alterations in schedule must be made. Submits work schedule form in a timely manner to the Division Chairperson.
#DIV/0!	AVERAGE		Average: Instructional Category
	Comments:		

II. Instructionally Related Activities Category 15%

	A.	Academic Advising	<p>Makes appointments for students, accommodating the evening students.</p> <p>Refers to catalog for degree requirements. Is aware of financial aid rules and regulations as those rules pertain to degree programs, credit hour requirements.</p>
	B.	College Planning	<p>Participates in goal development, evaluation at both departmental and institutional level. Utilizes goal feedback to revise curriculum and improve instruction.</p>
	C.	Committee Assignments	<p>Attends committee meetings as assigned, and participates by providing input and ideas.</p>
	D.	Advisory	<p>Attends departmental advisory council meetings. Assists chairperson in providing update to key community members on curriculum and utilizes input from community during planning process.</p>
#DIV/0!	AVERAGE		Average: Instructionally Related Activities Category
	Comments:		

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III. Student Community Involvement Category 5%

	A.	Student Activities	Attends college/student activities when possible. Assists departmental members with special student activity projects. Is willing to sponsor student organizations.
	B.	College Advocacy	Represents the College and position in the community by displaying positive attitude toward the College and its purpose and mission in the community.
#DIV/0!	AVERAGE		Average: Student Community Involvement Category
	Comments:		

IV. Professional Development Category 5%

	A.	Continuing Education	Pursues graduate work if appropriate. Attends workshop or seminars in order to maintain up-to-date knowledge base "in-field".
	B.	Peer Interaction	Assists new instructors and fellow faculty members when called upon to assist with teaching ideas, methodologies. Functions as a preceptor for new staff.
	C.	Professionalism	Interacts positively with all college personnel. Follows chain of command in communications. Observes and adheres to college policies.
#DIV/0!	AVERAGE		Average: Professional Development Category
	Comments:		

SCORE SHEET

CATEGORY	AVERAGE	WEIGHT	SCORE
I	#DIV/0!	75%	#DIV/0!
II	#DIV/0!	15%	#DIV/0!
III	#DIV/0!	5%	#DIV/0!
IV	#DIV/0!	5%	#DIV/0!
Overall Rating			#DIV/0!
Faculty Performance has been:			#DIV/0!

For the Overall Rating, utilize the following guide:

- 0.0 TO 1.5 = MARGINAL (M)
- 1.6 TO 2.5 = ADEQUATE (A)
- 2.6 TO 3.5 = COMPETENT (C)
- 3.6 TO 4.5 = COMMENDABLE (CO)
- 4.6 TO 5.0 = DISTINGUISHED (D)

EVALUATOR'S COMMENTS:

V. SUMMARY STATEMENTS

A. STRENGTHS

**B. AREAS NEEDING IMPROVEMENT
(INCLUDE PERSONAL PROFESSIONAL DEVELOPMENT GOALS)**

GOALS	METHODS OF ACHIEVEMENT
Greater Presence in the Community.	Field Trips and outside professional development activities.
Increase Retention.	Have more opportunities to improve grades through extra projects.
Review and Improve Course Content.	Ongoing.

C. RESULTS OF PREVIOUS GOALS' EVALUATIONS

EMPLOYEE SIGNATURE: _____

REVIEW DATE: _____