

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT



Faculty Performance Evaluation Review

Faculty Name:	
Position:	Department:
Date of Evaluation:	
Evaluation Period: From-	To-

The items listed below describe the criteria according to which the faculty member is to be evaluated.

Instructions:

- Using the scale provided, rate the performance of the instructional faculty member over the evaluation period on each item.
- The evaluator shall not base his/her evaluation of a faculty member on any information which was not collected through the evaluation procedures. Hearsay statements shall be excluded from written evaluations (*Academic Employees Master Agreement*, Article XVII, Item 2.a.v).

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- Any rating of “Requires Improvement” must be documented; documentation of items requiring direct observation must be recorded in the appropriate section below.
- Any item rated “Requires Improvement” must have a plan for performance improvement noted in the appropriate section.

Rating scale:

Requires Improvement: Faculty member performs below professional standards.

Satisfactory: Faculty member meets professional standards.

Excellent: Faculty member exceeds professional standards.

N/A – Not Applicable

General Activities

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
1	Participates in professional development and/or Flex activities as described in the Academic Employee Master Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
2	Fulfills committee/college service hour as described in the Academic Employee Master Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
3	Complies with Board Policies, Administrative Regulations and college policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
4	Keeps accurate records; submits grades, academic and other reports and records by published deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

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No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
5	Performs office hours according to the Academic Employee Master Agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

Instructional Activities

Evaluation of instructional activities must be based upon classroom observation. Any rating of "Requires Improvement" in this section must be documented with a narrative description of the observation in the appropriate section.

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
6	Demonstrates current knowledge of discipline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
7	Published syllabus clearly describes course policies, student learning activities and outcomes, and evaluation methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
8	Demonstrates effective preparation for lectures and/or lab sessions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
9	Demonstrates effective instructional methods, and effective use of instructional technology when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

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No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
10	Instructional practices encourage student learning, critical thinking, and academic initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
11	Interaction with students demonstrates tolerance of different perspectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

Counseling Activities

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
12	Demonstrates accurate and complete knowledge in the advisement process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
13	Demonstrates sensitivity to the circumstances, needs and objectives of individual students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

Librarian Activities

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
14	Effectively performs non-classroom library assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

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No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
15	Provides effective library research workshops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
16	Provides effective library reference services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

Coaching Activities

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
17	Plans and maintains athletic schedules and activities as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
18	Demonstrates accurate knowledge of the eligibility and recruitment requirements specified in the Constitution and By-Laws of the Commission on Athletics and local conferences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

No.	Item	Excellent	Satisfactory	Requires Improvement	N/A
19	Develops and implements a recruiting plan including recruitment with local high schools and coaches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluator Comments:					
Faculty Comments:					

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SUMMARY OF WORKPLACE EVALUATION

Evaluation:

COMMENDATIONS

Commendations:

**RECOMMENDATIONS AND PLANS FOR PERFORMANCE
IMPROVEMENT**

Improvement:

OVERALL ASSESSMENT

Refer to rating descriptions when completing this section.

Excellent	Satisfactory	Requires Improvement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have discussed my performance evaluation with my administrator. My signature does not imply that I agree.

Comments:
<i>Faculty Signature:</i> _____ Date: / /
Comments:
<i>Dean/Assistant Dean Signature:</i> _____ Date: / /
Comments:
<i>Vice President Signature:</i> _____ Date: / /
Comments:
<i>President Signature:</i> _____ Date: / /