

**COLLIN COUNTY COMMUNITY COLLEGE
FACULTY PERFORMANCE APPRAISAL**

Faculty Member: _____

Date: _____

☐ Annual Appraisal ☐ Probationary Appraisal ☐ Multi-year Contract Appraisal ☐ Other _____

Period Covered

Dean: _____

Division: _____

INSTRUCTIONS

The primary purpose of the assessment process at CCCC is to maintain high quality educational programs. The process focuses on the professional growth and development of each faculty member as an individual in relation to the position description, standards of excellence, divisional and institutional goals and priorities. The performance appraisal process is also used as a component in determining contractual status, including renewal, non-renewal, the awarding of multi-year contracts and termination.

The performance appraisal process is conducted in an atmosphere of open and honest communication between the employee and the supervisor. Each employee is responsible for providing the supervisor with evidence of professional accomplishments during the year that support the mission and goals of the division and the institution. Likewise, the supervisor is responsible for reviewing the employee's professional accomplishments to determine the degree to which the employee met the established objectives for the year. Conducted in an atmosphere of mutual trust and respect, the performance appraisal process provides a growth experience for all college faculty and staff. See Section 9 of the ***Faculty and Staff Handbook***.

Criteria for excellence in the performance of faculty Duties and Responsibilities are listed by category on the following pages. Using the definitions and examples for these ratings, circle the appropriate rating that matches the individual's performance in each category.

- M Meets standards for excellence**
- I Improvement needed**
- N Not applicable**

Definitions and Examples:

MEETS: One or more of the words usually, frequently, successfully, or effectively applies. This rating is appropriate for job performance that meets and may exceed required criteria for excellence in the category.

IMPROVEMENT NEEDED: One or more of the terms occasionally, marginally, inadequately, sometimes, or progressing applies. This rating describes performance in which many of the job duties and standards are met, but where improvement in one or more areas is required to meet the criteria for excellence. An action plan must be in place, or be established to accompany this appraisal to clearly identify specific skills or areas in need of continued growth, development and/or improvement.

NOT APPLICABLE: The activity is not part of the faculty member's job or position at the college.

PLEASE NOTE:

In the comment area provided following each section, you must justify ratings that indicate a need for improvement.

NAME:

I. TEACHING

1. M I N Facilitates learning.
2. M I N Provides students with the fundamental body of knowledge of his/her discipline.
3. M I N Teaches students to apply that knowledge.
4. M I N Responds to the differing educational requirements of students.
5. M I N Employs current materials in classroom presentations and learning experiences.
6. M I N Uses innovative teaching and learning methods.
7. M I N Employs effective evaluation techniques.
8. M I N Meets classes as scheduled.

COMMENTS:

II. ASSISTING STUDENTS

1. M I N Understands current career and curriculum options, degree requirements and course transfer information within the discipline and provides timely and tailored advice to students.
2. M I N Helps students with education-based problems and/or directs students to appropriate college resources.
3. M I N Assists students in accessing appropriate college and community resources for non-educational problems.
4. M I N Is available to and approachable by students.

COMMENTS:

Name:

III. COLLEGE SERVICE

1. M I N Participates in divisional and departmental meetings.
2. M I N Works individually and/or collaboratively with college employees to accomplish discipline, divisional and college missions, goals and objectives, by serving on college-wide task forces, search committees, faculty senate committees, advisory groups, student groups as a faculty adviser, professionally related community activities on behalf of the college, etc.

COMMENTS:

IV. PROFESSIONAL DEVELOPMENT

1. M I N Remains current and competent in the appropriate academic discipline.
2. M I N Participates in an on-going program of professional self-development.
3. M I N Contributes to and participates in college staff development programs, such as annual associate faculty meetings, all-staff activities and workshops, teleconferences, staff development classes, etc.

COMMENTS:

V. PROFESSIONAL INTERACTION

1. M I N Interacts professionally and courteously with students, teaching faculty and staff, including advising and assisting associate faculty when required or appropriate.
2. M I N Recognizes, respects and encourages ideas of others.

COMMENTS:

Name:

VI. POLICIES, PROCEDURES AND TIME LINES

1. M I N Performs duties and responsibilities in accordance with established policies and procedures.
2. M I N Meets time lines for assigned work.
3. M I N Provides timely notice for substitutes and class/schedule changes.

COMMENTS:

VII. OPTIONAL ACTIVITIES PERFORMED

VIII. COORDINATOR ACTIVITIES

To be completed only for faculty members with coordinator responsibilities.

1. M I N Performs coordinator duties and responsibilities in accordance with established policies and procedures.
2. M I N Meets time lines for assigned coordinator work.
3. M I N Ensures associate faculty meet criteria required for accreditation.
4. M I N Follows hiring procedures and completes related documentation on a timely basis.
5. M I N Conducts classroom visits and evaluates each associate faculty member at least one time per year.
6. M I N Ensures teaching excellence among associate faculty.

COMMENTS:

IX. DEAN'S ASSESSMENT OF STUDENT EVALUATIONS IN THIS EVALUATION PERIOD

Professor Godwin's student evaluations are very positive. Students compliment her teaching abilities, patience and caring attitude. They would (and have) recommended her to fellow students.

During Fall 2000, Professor Godwin taught one on-line course and two express classes for which evaluations were not conducted during express 1.

Name:

OVERALL EVALUATION: Indicate below the overall appraisal rating which best describes a summary of the above ratings and comments.

- ☐ MEETS STANDARDS OF EXCELLENCE
☐ IMPROVEMENT NEEDED

Comments:

RECOMMENDATION TO THE COUNCIL ON EXCELLENCE

To be completed by the Division Dean when the faculty member has become eligible for award of a multi-year contract.

I ____ do ____ do not recommend this faculty member for a multi-year contract.

JUSTIFICATIONS/COMMENTS:

Division Dean's Statement:

I have reviewed and discussed this performance appraisal with the faculty member.

Division Dean's Signature: _____ Date: _____

My Division Dean has reviewed and discussed this performance appraisal with me. Please use the back of this form or an attachment if more room for comments is needed.

Comments:

Faculty Member's Signature: _____ **Date:** _____

NAME:

IX. ANNUAL GOALS/OBJECTIVES AND EVALUATION FORM
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Goal Setting (Conduct annually.)

Together, the faculty member and division dean should agree on a set of goals for the faculty member for the next fiscal year. After completion, the division dean should give the faculty member a copy of this sheet. The division dean should also retain a copy, and use it as a part of the next year's Faculty Performance Appraisal.

Goal Review (Conduct annually.)

The faculty member and division dean should review a copy of the goals set during last year's Faculty Performance Appraisal and, together, evaluate the degree to which this faculty member accomplished the goals. Indicate, in the boxes shown, which goals were accomplished, which were partially accomplished, and which were not accomplished. Provide explanations for goals that were partially accomplished or not accomplished.

Goals for FY _____	Goal Completion	Explanation
1.	Accomplished Partially Accomplished Not Accomplished	
2.	Accomplished Partially Accomplished Not Accomplished	
3.	Accomplished Partially Accomplished Not Accomplished	
4.	Accomplished Partially Accomplished Not Accomplished	
5.	Accomplished Partially Accomplished Not Accomplished	

Division Dean's Signature: _____ Date: _____

Faculty Member's Signature: _____ Date: _____