

Faculty Performance Review Form

The Faculty Performance Review Form should be completed by the first-level supervisor who conducts the faculty member's annual performance review.

PURPOSE:

Performance review is an opportunity for supervisors and faculty to summarize the accomplishments of the past year and to discuss about direction needed for continued growth as a professional educator.

DIRECTONS AND PROCESS:

1. The supervisor will complete the following document, using appropriate resources such as the following:
 - Student Evaluations
 - Faculty Response to Student Evaluations
 - Review of course syllabi
 - Classroom visits
2. The supervisor and faculty member will schedule a meeting to conduct the performance review.
3. A copy of the completed Faculty Performance Review Form will be forwarded for the review of the faculty member at least one week prior to a scheduled performance-review meeting.
4. During the performance review meeting the faculty member and supervisor will have the opportunity to discuss about the review and discuss professional development activities for the coming year.
5. At the conclusion of the meeting, the faculty member, the supervisor and the department director, as appropriate, will sign the document and forward it to the Human Resources Department.
6. If the faculty member does not agree with the evaluation, written comments may be added to the document and forwarded within one week of the meeting.
7. Faculty members who believe that the performance review does not fairly reflect their work have the right to pursue the grievance or appeals process.

FACULTY PERFORMANCE REVIEW FORM

Faculty Member _____ Date _____

Supervisor _____ College _____

EVALUATION SCALE: Evaluate the performance of the named faculty member by assigning a rating between three and zero to each of the following statements. Descriptions of the ratings are as follows:

- | | |
|-------|---|
| 3 | Exceeds expectations |
| 2 | Meets expectations |
| 1 | Below expectations |
| N/A | Not applicable |
| Other | Allows faculty and supervisor to describe an area not addressed in tool |

INSTRUCTIONAL ACTIVITY:

1. ____ Presents evidence of current curricula, content and organization through improved course syllabi, course references, text selection, and related instructional materials.
2. ____ Follows current college guidelines and procedures relevant to effective academic instruction.
 - Submission of grades, reports and records in a thorough and timely manner.
 - Accountability in class meeting times, office hours and department meeting attendance.
 - Adherence to college schedules for advising, exam schedules and similar responsibilities.
3. ____ Exhibits appropriate interpersonal skills in dealing with students.
4. ____ Exhibits proficiency in oral, written and computer communication skills.
5. ____ Demonstrates a continued interest in expanding knowledge base to support coursework.
6. ____ Demonstrates involvement in improving student academic outcomes.
7. ____ Responds to student course evaluations in an open and thoughtful manner.
8. ____ Other:

PROFESSIONAL COMPETENCE AND SCHOLARLY ACTIVITY:

9. ____ Participates in professional development activities that enhance professional growth.
10. ____ Provides correct student advisement relative to course selection, degree matriculation and support.
11. ____ Exhibits appropriate interpersonal skills in dealing with colleagues and administrators.
12. ____ Other:

SERVICE TO THE UNIVERSITY:

- 13. ____ Demonstrates active support and commitment to the mission and objectives of the University.
- 14. ____ Teach or model servant leadership in a global society.
- 15. ____ Integrate Christian faith and biblical values in the conduct of University business.
- 16. ____ Service on elected and appointed committees, task forces, etc.
- 17. ____ Perform assigned administrative responsibilities.
- 19. ____ Other:

Comments by Supervisor: (attach additional sheets as needed)

Comments by Faculty: (attach additional sheets as needed)

The following signatures verify that a conference has taken place between the faculty member and the supervisor. These signatures do not necessarily certify that the employee agrees with the final evaluation score or all evaluation items. However, the faculty has the right to make written comments in this regard as seen in the section above.

Faculty Member _____ Date _____

Supervisor _____ Date _____

Received in Human Resources by:

Human Resources _____ Date _____