

FACULTY EVALUATION

POSITION TITLE:		
EMPLOYEE NAME:		
Date:		
Rating Scale: 1= needs improvement 2= technically & professionally competent 3= excellent/outstanding		
	Rate 1-3	Chair
Good office management/coordination abilities.		
Independent decision making, ability to exercise good judgment, accuracy, flexibility and well developed critical thinking skills.		
Ability to work in an environment of shifting priorities, frequent, interruptions, hectic pace, high level of interaction with students, staff and/or the public.		
Working knowledge of computer software programs which may include Word, Excel, institutional mainframe computer system software, or similar programs.		
Excellent written communication skills including proficiency in business English, grammar, punctuation, and spelling		
Ability to handle highly confidential matters and materials with discretion.		
Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines.		
Excellent customer service skills including phone and in-person reception etiquette.		
Proficiency with office machines including fax, scanner and copy machine.		

Comments:

General Performance Responsibilities		
Provide an education with a Leadership and Technology focus, and enliven that provision through adherence to the Quaker principles of simplicity, peace-making, integrity, community, and equality.		
Represents the College in a positive manner with prospective, current, and former students, employees, and the community.		
Demonstrates enthusiasm, self-motivation, and a positive attitude in meeting and dealing effectively and courteously with students, other personnel, and all members of the community.		
Interprets departmental and/or college policies and procedures.		
Works harmoniously with others.		
Performs in a manner which benefits student learning.		

Comments:

Comments (general performance responsibilities) cont. :

Specific Performance Responsibilities		
Teaching and Advising		
Works productively and skillfully to promote student learning and progress toward graduation. Develops positive, encouraging, and interactive relationships with students in and out of the classroom		
Inspires students to learn, persevere, and succeed.		
Employs effective classroom management strategies and learning theories.		
Plans and prepares class activities, discussions, projects, and other learning opportunities.		
Grades and returns student work in a timely manner. Maintains grades for students to review using the university systems (LMS).		
Maintains accurate and timely records including attendance, advisee meetings and communications, etc. Maintains current advising folders and records. Communicates concerns regarding student progress to advisors, coaches, administration, etc.		
Maintains a presence on campus (35+ hours per week), including generous office hours.		
Creates syllabi that clearly state course policies in harmony with university policies. Uses university template for syllabi.		
Holds final exams during university-assigned exam periods for each course.		
Advises and mentors students regarding academic majors, progress toward graduation, and career goals. Assists students with registration, applying for graduation, applying for graduate school, negotiating university processes, etc.		
Respects student potential and the mission of the university.		

Professional Development		
Works cooperatively to support recruiting, retention, and student development.		
Participates in and supports university and educational assessment processes. Completes assessment activities for course, area, and division assessment.		
Completes Annual Performance Evaluations, including annual review with division chair. Achieves goals set forth in the review.		
Documents progress toward professional goals, commitment to excellence, and development of intellectual and pedagogical skills.		
Attends conferences. Maintains a research-learning agenda. Documents and shares the results of conferences and research.		
Supports and encourages other faculty; is willing to share expertise to assist and train others.		
Accepts criticism and counsel from peers, division chair, and dean.		
Remains current intellectually and pedagogically, including learning theories and the productive use of technology.		
Supports the university performance management system.		
Demonstrates a TEAM mindset.		

Service		
Actively participates in the academic, athletic, and social life of the campus.		
Actively participates on campus committees and/or student groups.		

Actively supports student recruiting, retention, advising, and documentation processes to meet university goals and support student progress.		
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Ethics & Collegiality		
Represents the University in a positive manner with prospective, current, and former students, colleagues, and the community. Works effectively with students, colleagues, and the Oskaloosa community.		
Demonstrates enthusiasm, self-motivation, and positive attitudes.		
Follows division and college policies and procedures.		
Works harmoniously and cooperatively with others.		

Comments:

Things you do well:

Things you can improve on:

Goals for the next year:

EMPLOYEE _____

SUPERVISOR _____