



NAVARRO COLLEGE  
**COACHING STAFF  
PERFORMANCE APPRAISAL**

DATE OF REVIEW: \_\_\_\_\_

EVALUATION FOR: \_\_\_\_\_

NAME AND TITLE OF EVALUATOR: \_\_\_\_\_

**Performance Measures:** *Not Applicable (NA), Meets Expectations (ME), Needs Improvement (NI)*

<b>TEACHING</b>	<b>NA</b>	<b>ME</b>	<b>NI</b>
1. Communicates his/her knowledge and experiences effectively to students.			
2. Good rapport with students in class-Instilling an atmosphere in which students are engaged and feel comfortable asking questions.			
3. Evaluates students regularly/fairly based on outcomes and objectives identified in the course syllabus.			
4. Adequately plans so that content is up-to-date and presented in an orderly manner.			
5. Continual effort is made to improve the quality of the course(s) taught.			
6. Assignments and tests are graded and returned in a timely manner.			
7. Student correspondence is responded to in a timely manner.			
8. Efficient procedures for evaluating student learning are planned and developed.			
9. Class times are met and students are kept for the entire scheduled time.			
10. Course syllabi are prepared, distributed, and uploaded to WebAdvisor by assigned dates.			

**Describe strengths in this category and explain any ME markings:**

**Identify any opportunities for improvement in this category and explain any NI markings:**

<b>PROGRAM MANAGEMENT</b>	<b>NA</b>	<b>ME</b>	<b>NI</b>
1. Demonstrates use of time management and organization skills.			
2. Uses budgetary process and inventory control in regards to his/her specific program.			

3. Effectively communicates with student-athletes, staff members and athletic department personnel.			
4. Capitalizes on recruiting trips, on-campus visits, and try-outs.			
5. Involves team and athletic department in community outreach programs.			

**Describe strengths in this category and explain any ME markings:**

**Identify any opportunities for improvement in this category and explain any NI markings:**

<b>PROFESSIONALISM AND CONTINUED IMPROVEMENT</b>	<b>NA</b>	<b>ME</b>	<b>NI</b>
1. Engages in professional development, camps and clinics to stay current with sport trends.			
2. Continually seeks out ways and methods to improve the effectiveness of their coaching.			
3. Is knowledgeable of and complies with the current Navarro College policies and procedures, SWJCFC and Region XIV policies and procedures, and the NJCAA eligibility and participation rules.			

4. Works effectively with other coaches and programs in achieving departmental goals and objectives, including sharing of facilities and resources.			
5. Works effectively with colleagues outside his/her department in achieving College or organizational goals and objectives.			
6. Voices concerns constructively and actively participates in finding solutions, while following the organizational chain of command.			

**Describe strengths in this category and explain any ME markings:**

**Identify any opportunities for improvement in this category and explain any NI markings:**

<b>STAFF SERVICE</b>	<b>NA</b>	<b>ME</b>	<b>NI</b>
1. Attends and participates in Convocation, staff meetings, and other faculty meetings.			
2. Attends student events and/or assists with student organizations outside their own program.			

3. Keeps regular office hours for student conferences, advising, etc.			
4. Attends graduation ceremonies and equivalent.			

**Describe any strengths in this category and explain any ME markings:**

**Identify any opportunities for improvement in this category and explain any NI markings:**

# COACHING PERFORMANCE APPRAISAL SIGNATURE PAGE

## COACHING STAFF MEMBER SIGNATURE

*I understand that this appraisal will be placed in my personnel file and that I have the opportunity to provide a written response that will also be placed in my personnel file.*

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Signature of Coaching Staff Member

Title

Date

**Employee Comments:**

## EVALUATOR SIGNATURES

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Signature of Administrator conducting the appraisal

Title

Date

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Signature of Executive Officer

Title

Date