



# FACULTY MEMBER PERFORMANCE APPRAISAL

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

FACULTY MEMBER 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. Provides student-centered learning opportunities.			
2. Communicates his/her knowledge and experiences effectively to students.			
3. Good rapport with students in class-Instilling an atmosphere in which students are engaged and feel comfortable asking questions.			
4. Evaluates students regularly/fairly based on outcomes and objectives identified in the course syllabus.			
5. Class encourages critical thinking skills and/or instills professionalism in the students.			
6. Adequately plans so that content is up-to-date and presented in an orderly manner.			
7. Utilizes student evaluations to improve the quality of his/her course and instruction.			
8. Continual effort is made to improve the quality of the course(s) taught.			
9. Assignments and tests are graded and returned in a timely manner.			
10. Student correspondence is responded to in a timely manner.			
11. Course averages are disseminated to students at regular intervals throughout the semester.			
<b>Describe strengths in this category:</b>			

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

<b>COURSE MANAGEMENT</b>	<b>NA</b>	<b>ME</b>	<b>NI</b>
1. Clear expectations and standards for optimum learning are set and communicated to students.			
2. Efficient procedures for evaluating student learning are planned and developed.			
3. Class times are met and students are kept for the entire scheduled time.			
4. Course syllabi are prepared, distributed, and uploaded to Webadvisor by assigned dates.			
5. Students are notified in a timely manner of poor academic performance.			

**Describe strengths in this category:**

**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 developments, in-service training opportunities, and/or scholarly activities to stay current in academic discipline.			
2. Continually seeks out ways and methods to improve the effectiveness of their instruction.			
3. Knowledgeable of and complies with the current College Catalog, Navarro College policies and procedures, and other appropriate College publications.			
4. Works effectively with colleagues in achieving departmental goals and objective (including submission of data to department chairs for measuring effectiveness).			
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.			

**Describe strengths in this category:**

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

<b>SERVICE</b>	<b>NA</b>	<b>ME</b>	<b>NI</b>
1. Attends and participates in Convocation, Professional Development Day, and other faculty meetings.			
2. Attends student events and/or assists with student organizations.			
3. Keeps regular office hours for student conferences, advising, etc.			
4. Participates in Faculty Centered Student Advising Program.			
5. Attends graduation ceremonies and equivalent.			

**Describe strengths in this category:**

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

# FACULTY MEMBER PERFORMANCE APPRAISAL SIGNATURE PAGE

## FACULTY 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 Faculty Member*

*Title*

*Date*

**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*