

**Gadsden State Community College
Faculty Annual Performance Evaluation
EVALUATION FORM**

Name: _____ Date: ____/____/____

Department/Division: _____

“Meets” should be used as the norm for a faculty member who is performing his or her duties properly. “Exceeds” or “Does Not Meet” should be used for significant deviation from the norm. Justification must be provided for “Exceeds” or “Does Not Meet.”

Examples of “Exceeds” would include:

1. Serving in leadership role in local, state, or national organizations.
2. Innovative use of technology or other teaching methods.
3. Recognition by internal or external agencies or organizations.
4. Consistently superior student evaluations.

Examples of “Does not Meet” would include:

1. Habitual lateness or failure to meet class.
2. Failure to participate in committees, professional development, or departmental or schoolwide meetings.
3. Failure to incorporate technology into classroom.
4. Consistently poor student evaluations.

I. Teaching

Teaching Effectiveness: <ul style="list-style-type: none">• Meets classes regularly and on time• Uses variety of teaching methods to address individual student needs• Accessible to student• Maintains and provides updated course syllabi• Adheres to state, college, and departmental curriculum and program guidelines	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Justification: _____ _____ _____	
Classroom Assessment (Grading and Student Evaluation): <ul style="list-style-type: none">• Provides appropriate assessment methods• Provides timely assessment feedback• Maintains records properly• Adheres to state, college, and department assessment guidelines	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Justification: _____ _____ _____	

<p>Advising:</p> <ul style="list-style-type: none"> • Provides accurate advisement to students <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p>Rating:</p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p> <p><input type="checkbox"/> Does Not Apply</p>
<p>Technology:</p> <ul style="list-style-type: none"> • Uses teaching technology effectively (Powerpoint, Tegrity, whiteboard, internet, smart board/panels, etc.) and meets the five QEP Student Learning Outcomes. (Please address each SLO below.) <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p>Rating:</p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>

II. Professional Development

<p>Professional Development:</p> <ul style="list-style-type: none"> • Refer to Professional Development Plan • Serves on regional, state, and national organizations and teams • Attends college functions (e.g., professional development activities, Commencement, All Employee meetings, Division meetings) <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p>Rating:</p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>
--	---

III. Service

<p>School and Division Service:</p> <ul style="list-style-type: none"> • Serves on committees as assigned • Serves as student organization adviser • Serves as faculty mentor for new faculty <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p>Rating:</p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>
<p>Professional Outreach:</p> <ul style="list-style-type: none"> • Represents the College in the community • Serves with volunteer or civic organizations <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p>Rating:</p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>

IV. Work Ethic

Work Ethic: <ul style="list-style-type: none">• Conducts oneself in a professional manner (effective interpersonal skills, positive attitude, appropriate dress, etc.)• Punctuality in completing/submitted reports and assignments• Maintains posted office hours	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Justification: _____ _____ _____ _____	

List any contributions, successes, or improvements during the past evaluation period that should be noted:

Additional comments (i.e. comments, recommendations, or suggestions for improvement):

Supervisor

Date

This report has been discussed with me and I understand that a copy is available to me. My signature does not mean that I concur with or object to the contents of this document. It means only that I have had the opportunity to read the evaluation document.

Instructor: _____

Date: _____