

BASIC AND COMPREHENSIVE EVALUATION SUMMARY FORM FOR ALL FACULTY

Name of Faculty Member: _____ Employee #: _____
 Discipline: _____ Department: _____ College: _____
 Evaluation Type: Basic Comprehensive
 Status: full time regular faculty
 tenure track contract faculty
 (Select: B-1 B-2 B-3 (year: 3or 4)
 limited (including PACE) or long term substitute
 adjunct faculty

A. Professional Qualities

Professionalism	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Keeps current in discipline.			
2. Interacts or communicates with peers.			
3. Accepts constructive criticism well.			
4. Maintains adequate and appropriate records.			
5. Submits grades and/or other required information on time.			
6. Attends required meetings.			
7. Is regularly available to students.			
8. Fulfills professional development responsibilities.			

Sources: (state sources of data)
 Narrative assessment: (insert comments in text box or attach separate piece of paper)

Professional Responsibilities	Exceeds Expectations (Evidence Provided)	Meets Expectations (Evidence Provided)	Needs Improvement
9. (For All Faculty) Participates in the Student Learning Outcomes Assessment Cycle (for classroom faculty, includes approved SLOs on class syllabi.)			
10. (For Full Time Faculty Only) Makes appropriate contribution to the college by serving effectively on a committee, projects, special assignments, etc.			
11. (For Full Time Faculty Only) Makes appropriate contributions to the discipline/department and assumes an appropriate share of faculty responsibilities			

Sources: (state sources of data)
 Narrative assessment: (insert comments in text box or attach separate piece of paper)

Attach appropriate form for Section B. Complete Sections C and D.

C. Overall Evaluation Satisfactory Needs to improve Unsatisfactory

D. Recommendations:

Insert comments in text box or attach a separate piece of paper.

(Select signature section below based on the type of evaluation completed)

Comprehensive Evaluation or Tenure Review—Peer Review Committee Signatures Required as per Article 19 and 42

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

Basic Evaluation for full-time or adjunct faculty—Evaluator Signature (Department Chair or Designee) Required

Print Name _____ Signature _____ Date _____

Evaluee Signature Required for Basic and Comprehensive Evaluations

I have received a copy of this evaluation but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Division of Human Resources regarding this evaluation will be attached to the copy, which is filed there.

Print Name _____ Signature _____ Date _____

If your Basic Evaluation is “less than satisfactory” you may be entitled to request a comprehensive evaluation as per Article 19.

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as a Librarian	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Demonstrates knowledge of library science and service			
2. Demonstrates knowledge of current trends and technology in library science			
3. Demonstrates knowledge of research methods and resources			
4. Assists members of the college community in reaching reference and research objectives			
5. Communicates clearly and effectively			
6. Creates and maintains an environment conducive to learning			
7. Demonstrates knowledge of resources and opportunities available to special needs students			
8. Demonstrates ability to work with students one to one and in groups			
9. Actively consults with librarians, and other departments to provide students with up-to-date information about changes and new programs.			
10. Effectively plans and implements department programs and services			
11. Facilitates self-reliance in library usage			
12. Maintains work schedule			
13. Maintains required records and submits reports in a timely manner			
14. Functions effectively with a minimum of supervision			
15. Demonstrates sensitivity in working with students, faculty, and staff with diverse backgrounds and needs			
16. Demonstrates ability to work with colleagues within the library including the Department Chair.			
17. Accepts constructive criticism.			
18. Uses good judgment.			

Sources: (state sources of data)

Narrative assessment: (insert comments in text box or attach separate piece of paper)

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as an ISA/Consulting Instructor.	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Demonstrates depth and breadth of knowledge relevant to the position			
2. Achieves desired results relating to goals and objectives			
3. Effectively plans and implements appropriate programs and services			
4. Develops relevant new programs and courses			
5. Effectively promotes the program and helps recruit the students			
6. Maintains accurate records and submits reports in a timely manner			
7. Maintains working relationships with all constituencies			
8. Accepts constructive criticism			
9. Continually works to improve professional effectiveness			
10. Actively contributes to the college community and shares in faculty responsibility			
11. Effectively and appropriately responds to challenges requiring immediate attention			
12. Acts decisively and takes responsibility for outcomes			
13. Achieves measurable program success			
14. Participates in professional growth activities			
15. Provides leadership and organizational support for faculty, staff, and students in the program			
16. Reviews the curriculum and plans a balanced program to meet current and future needs			
17. Uses good judgment			

Sources: (state sources of data)

Narrative assessment: (insert comments in text box or attach separate piece of paper)

EVALUATION OF DEPARTMENT CHAIR/CDC DIRECTOR/NURSING DIRECTOR

Name of Chair/Director: _____ Assignment/Department: _____

Article 17, Section C defines the reassigned time granted so that the Department Chair is able to fulfill responsibilities assigned by the appropriate administrator and conduct departmental business whether or not the Chair is entitled to receive reassigned time. A Department Chair's responsibilities are described in full in Article 17, section D. In particular, section D.4 states: At the beginning of each academic year, each Department Chair shall, in consultation with his or her departmental colleagues and the appropriate Vice President or his or her designee, establish annual goals for the Department. Any evaluation of a Department Chair under Article 19 shall review both the Chair's fulfillment of the responsibilities of the Department Chair assignment, and his or her contribution towards the attainment of or progress toward achieving those goals.

Article 19, sections K through M define the process for the Evaluation of Department Chairs as follows:

K. During a faculty member's service as a Department Chair, his or her performance of the Department Chair's duties and responsibilities shall be evaluated at the end of his or her first year of service as Department Chair and at least once every other academic year thereafter.

L. The evaluation of a Department Chair shall be conducted in the same manner as an administrative evaluation with the following modifications:

1. In place of the list of individuals specified in Section I.1, the Vice President or his or her designee shall solicit information about the Department Chair's performance of his or her duties and responsibilities as chair from appropriate faculty and staff in the department, as well as any others the Vice President or his or her designee believes should have relevant information the faculty member's performance as Department Chair.

2. Rather than recording the evaluation on an administrative evaluation form, the Vice President or his or her designee shall record the evaluation on the Department Chair Evaluation Form (see Appendix C).

M. The evaluation of a Department Chair is a specialized evaluation that is separate from and in addition to the normal evaluation of the Department Chair as a faculty member.

Steps to completing the Department Chair evaluation process:

- Schedule a time to meet with your supervisor during your second semester of service as Department Chair and at least once every other academic year thereafter.

Provide your supervisor with:

- A copy of your department's annual goals statement from the previous year and attach an update about the status of each goal.
- A copy of the proposed annual goals statement for the next year.
- Any suggested data sources to assist with the evaluation categories as stated in sections A and B of this form.

