

Appendix C

Faculty Being Evaluated: *(Please Print)* _____

BACONE COLLEGE FACULTY EVALUATION SUMMARY ACADEMIC YEAR: 20__ - 20__

OVERALL PERFORMANCE APPRAISAL

Unacceptable	Meets Expectations	Exceeds	Expectations

Faculty Comments:

The signatures below indicate that the attached evaluation was reviewed and discussed by the Faculty and department chairperson.

Signature of Faculty Date

Signature of Department Chairperson Date

Return to the Office of Academic Affairs no later than MARCH 1, 20__

The signatures below indicate that the attached evaluation was reviewed and discussed by the Faculty, department chairperson, and Academic Vice President

Signature of Faculty Date

Signature of Department Chairperson Date

Signature of Academic Vice President Date

Name:
Position:
Evaluation Period:

I. Identify the main functions of the position.

Descriptive Narrative

The duties of this position include:

II. Appraise how well the Faculty met the objectives established for the evaluation period in terms of:

Advising

Suggested Activities:

- A. Initiates mentoring relationships with each advisee
- B. Reviews student's ACT scores, high school grades, and pre-test scores
- C. Counsels the advisee in enrolling in appropriate level course work
- D. Keeps an up-to-date personnel folder on each advisee
- E. Schedules each advisee for a minimum of two conferences per semester
- F. Announces, posts, and maintains office hours for scheduled and unscheduled conferences with advisees
- G. Refers students for tutorial assistance when needed
- H. Discusses career goals and helps provide/secure needed information for the advisees
- I. Assumes leadership role with all advisees

			Unacceptable	Meets Expectations
				Exceeds Expectations

Narrative

A. Strengths

B. Weaknesses that can be improved upon

Teaching and Related Activities

Suggested Activities:

- A. Develops course designs which help students master the contents of the course, e.g., course syllabus, learning packages
- B. Selects textbooks appropriate for course instruction
- C. Assures evaluation is continuous, varied, and consistent with current knowledge
- D. Provides record keeping that is systematic and helpful to students in assessing their progress
- E. Participates in the development of new courses and the improvement of existing courses needed by the department
- F. Maintains a high level of knowledge regarding all major texts and teaching materials for the courses' instruction within the area of expertise
- G. Assists in the development of the library holdings by becoming acquainted with its holdings, requesting additional materials, and integrating the materials into the learning activities provided for students
- H. Completes student progress and correct grade reports in conformance with published deadlines
- I. Verifies course syllabi and final exams are up-to-date and are on file in the Academic Vice President's office

			Unacceptable	Meets Expectations
				Exceeds Expectations

Narrative

A. Strengths

B. Weaknesses that can be improved upon

Scholarly and Professional Development

Suggested Activities:

- A. PROVIDES EVIDENCE OF PARTICIPATION IN PROFESSIONAL ORGANIZATIONS, MEETINGS, SEMINARS, WORKSHOPS, OR SPECIAL STUDY GROUPS**
- B. ESTABLISHES AND MAINTAINS AN ANNUAL PROFESSIONAL GROWTH PLAN**
- C. PROVIDES EVIDENCE OF SELF-IMPROVEMENT THROUGH ADDITIONAL GRADUATE STUDY OR CONTINUING EDUCATION**
- D. PROVIDES EVIDENCE OF PUBLISHING, PERFORMING, OR EXHIBITING IN MAJOR OR RELATED FIELD**
- E. READS AT LEAST ONE PROFESSIONAL JOURNAL IN THE DISCIPLINE ON A REGULAR BASIS**
- F. TAKES INITIATIVE TO ENHANCE UNDERSTANDING IN FIELD OR DISCIPLINE**

			Unacceptable	Meets Expectations
				Exceeds Expectations

Narrative

A. Strengths

B. Weaknesses that can be improved upon

Service to Bacone College and the Community

Suggested Activities:

- A. WORKS EFFECTIVELY AS A MEMBER OF STANDING OR AD HOC COMMITTEES**
- B. IMPROVES COLLEGE- COMMUNITY RELATIONSHIPS THROUGH MEMBERSHIP IN COMMUNITY AND CIVIC ORGANIZATIONS**
- C. DEMONSTRATES LEADERSHIP IN CIVIC ORGANIZATIONS, CONSULTING, OR COORDINATING SPECIAL PROJECTS**
- D. SUPPORTS COLLEGE DEVELOPMENT THROUGH PARTICIPATION IN FACULTY AND DEPARTMENTAL MEETINGS, ATTENDANCE AT COMMENCEMENT, AND SERVICE ON COLLEGE- WIDE COMMITTEES**

			Unacceptable	Meets Expectations
				Exceeds Expectations

Narrative

A. Strengths

B. Weaknesses that can be improved upon

III. Concluding Comments

A. Of these four areas (advising, teaching and related activities, scholarly and professional development, and service to Bacone/Community) how has the Faculty demonstrated effectiveness as a Faculty at this institution?

B. Do you think that beyond these four areas, the Faculty has provided leadership and initiative at Bacone College?

BACONE COLLEGE FACULTY
PERFORMANCE APPRAISAL

IV. Goals and Objectives for the evaluation period: 200_-200_Academic Year

A. Goal:

Objectives:

B. Goal:

Objectives:

C. Goal:

Objectives: