

YC Performance Management Regular Full-time Faculty Review Form

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➤ *Directions: Please click in the grey areas to type. Do not use your tab key.*

Employee Name: _____ Faculty Contract Type: **Continuing Contract**
Limited Term **Provisional**

Department: _____ Academic Year: _____

This form may also be used as the **Employee Self Evaluation Form**. Faculty are encouraged to provide specific examples/comments in appropriate sections throughout the form; they are not expected to provide ratings

Performance Plan (Beginning of Year)

Faculty Signature _____ Date _____
 (Acknowledgment of receipt; does not necessarily imply agreement)

Program Director/Dean: _____ Signature/Date: _____

Performance Review (End of Year)

Faculty Signature _____ Date _____
 (Acknowledgment of receipt; does not necessarily imply agreement)

Program Director/Dean: _____ Signature/Date: _____

Section I: Goals (no more than five)

For each goal, include either a narrative description of goal progress/completion, or attach documentation demonstrating goal progress/completion. Goals may support:

- 1) The three areas of the Faculty Job Description, including Teaching, College/Community Service, and Professional Development (including the goal of completing peer classroom observation process; review and assess results, and develop and implement a course evaluation survey; review and assess results)
- 2) College Strategic Initiatives
- 3) Specific areas in which performance improvement is required

The comments section should be used to validate how the performance standard has been met or should provide suggestions for improvement if rated not meeting expectations.

Rating: M – Meets or Exceeds Expectation N - Not Meeting Expectations

Goals:	Year-End Review Comments	Rating
1.		<div style="border: 2px solid red; width: 40px; height: 40px; margin: 0 auto;"></div>

2.		<input type="checkbox"/>
3.		<input type="checkbox"/>
4.		<input type="checkbox"/>
5.		<input type="checkbox"/>

Section II: Essential Job Functions/Duties & Expectations/Standards of Performance

The comments section should be used to validate how the performance standard has been met or should provide suggestions for improvement if rated not meeting expectations.

Rating: M - Meets or Exceeds Expectation N - Not Meeting Expectations

Essential Job Functions/Duties and Expectations/Standards of Performance:	Year-End Review Comments/Rating
Teaching <ul style="list-style-type: none"> Meeting instructional load requirements. Office hours maintained consistently. Student evaluation of instruction administered. SLOA reporting determined/completed and utilized to improve teaching. 	<input type="checkbox"/>
College/Community Service <ul style="list-style-type: none"> Student advising. Mentoring other faculty. Satisfactory service on faculty/college committees. Community outreach efforts/service projects 	<input type="checkbox"/>
Professional Growth <ul style="list-style-type: none"> Includes: maintain an awareness of new instructional technology and advances in teaching and learning theory, and apply where appropriate; acquire new skills for program enhancement and development; attend and participate in professional development workshops. Complete any Annual Training requirements, as directed by the College. Complete applicable classroom observation (i.e. by instructional dean biennially for Continuing Contract/Limited Term) 	<input type="checkbox"/>
Competencies <ul style="list-style-type: none"> Demonstrates professionalism and collegiality with all members of the campus community; is willing to work with and assist others to promote positive collaboration. Interacts with students in an approachable, empathetic, and professional manner Deals effectively with conflict. 	<input type="checkbox"/>

Additional Comments - **Goals**

Additional Comments - **Year-End Review**

Overall Faculty Performance

➤ *Directions: Double-Click in the check box and click "Checked"*

Considering information from all sections of the review as well as from the employee self-evaluation (as applicable), select the best description of the faculty's performance during this review period.

Meets or Exceeds Expectations: Performance meets expectations, and at times, exceeds them. The faculty member has demonstrated competence in performing her or his job functions and achieving the goals/meeting the work priorities for the evaluation period. [Salary advancement for the faculty member is recommended.](#)

Not Meeting Expectations: Performance is below expectations, improvement required. The faculty member has not demonstrated competence in performing job functions and achieving the goals/meeting the work priorities for the evaluation period. Significant improvement is needed to become competent in performance. A performance improvement plan is required to address performance deficiencies. [Salary advancement for the faculty member is not recommended.](#)

Faculty Year-End Comments (optional)

Comments might include comments regarding barriers to good performance, recommendations for the organization, and career aspirations. ***Click in the [box] below to add your comments.***