

Perimeter College Tenure Track Faculty Evaluation

The evaluation of faculty will draw on multiple sources of information that may include, but are not limited to, classroom observations, student evaluations, and course materials. Note: each area in which faculty members are evaluated supports the College's Strategic Plan.

Mid-year review _____

Final review _____

Initial review for new faculty member _____

Name _____

Date _____

Period _____

Teaching Effectiveness:

Ratings in this area are intended to be discipline specific. Any rating other than "Expected" must have comments to explain the rating.

Elements	Rating				Expected Performance (examples include, but are not limited to)	Exceptional (examples include, but are not limited to)	Comments
	Needs Improvement	Expected Performance	Exceeds Expectations	Exceptional Performance			
Course Design					<ul style="list-style-type: none"> Organizes instruction in a logical sequence in accordance with identified course outcomes Articulates progression of concepts effectively to students Develops clear syllabus; pro-actively and clearly communicates to students if changes are made to syllabus Designs assignments to enable students to master concepts. Designs appropriate delivery technique Updates and improves course materials to maximize learning 	Establishes dynamic course framework leading to new and innovative ways to provide instruction including specific plans to evaluate the effectiveness of the course design	

Teaching Effectiveness:

Ratings in this area are intended to be discipline specific. Any rating other than "Expected" must have comments to explain the rating.

Elements	Rating				Expected Performance (examples include, but are not limited to)	Exceptional (examples include, but are not limited to)	Comments
	Needs Improvement	Expected Performance	Exceeds Expectations	Exceptional Performance			
Course Delivery					<ul style="list-style-type: none"> Establishes clear expectations for the students Uses appropriate delivery methods & materials to enhance student learning. Promotes or facilitates learning including ability to motivate students, generate enthusiasm, and encourage critical thinking Creates an atmosphere that fosters a respectful and open learning environment Summarizes major concepts and checks for understanding 	<ul style="list-style-type: none"> Engages students in learning beyond established expectations Employs a variety of teaching methods to accommodate individual differences to meet course outcomes appropriately Implements innovative learning materials for an assigned course 	
Assessment					<ul style="list-style-type: none"> Aligns assessment with course objectives Administers assessments in an effective manner Conducts assessments that effectively measure the attainment of intended course outcomes. Provides relevant, timely feedback, including suggestions for improvement Maintains high academic expectations and grading standards 	<ul style="list-style-type: none"> Goes beyond the scope of expected in evaluating student progress on a continuous basis. Increases understanding of student learning outcomes; increases retention/course pass rates — makes a difference, without compromising academic standards 	

Practices and Performance

Elements	Rating				Expected Performance (examples include, but are not limited to)	Exceptional (examples include, but are not limited to)	Comments
	Needs Improvement	Expected Performance	Exceeds Expectations	Exceptional Performance			
Availability/Access					<ul style="list-style-type: none"> • Meets assigned classes and labs promptly at the scheduled times. • Is available to students during posted office hours • Responds to requests for information in a timely manner 	Devotes significant time beyond scheduled class/lab/office hours to provide students additional instruction	
Record Management (Rating is either No or Yes)	No	Yes			<ul style="list-style-type: none"> • Maintains appropriate student records and reports required student information according to posted deadlines • Submits course-related reports or other documents on or before due dates 		
Collegiality					<ul style="list-style-type: none"> • Attends campus, departmental and discipline meetings, and official college functions • Relates to students, faculty, staff, and administrators in a professional manner 	Voluntarily assumes additional responsibilities as needed by the department, discipline, college, etc. (without reassigned time)	

Service							
Elements	Rating				Expected Performance (examples include, but are not limited to)	Exceptional (examples include, but are not limited to)	Comments
	Needs Improvement	Expected Performance	Exceeds Expectations	Exceptional Performance			
College Committee Participation					Actively contributes to committees and service at the College	<ul style="list-style-type: none"> Devises and submits actionable, innovative solutions to address problems discussed during meetings Chairs major college-wide committee or taskforce, ensuring that tasks are completed in a timely manner Leads an assessment project for the discipline 	
Student and Community Service					<ul style="list-style-type: none"> Contributes to the academic development of students outside the classroom by attending events honoring or recognizing students, serving as club advisor, or by other involvement with students Participates in community service related to the discipline or to the College mission when possible Help students navigate course selection/progression in the discipline 	<ul style="list-style-type: none"> Leads and coordinates student and/or community events related to the discipline or to the College mission Regularly and actively participates in community service related to the discipline or to the College mission Extends considerable effort assisting students to navigate course selection/progression in the discipline 	

Professional Activities

Elements	Rating				Expected Performance (examples include, but are not limited to)	Exceptional (examples include, but are not limited to)	Comments
	Needs Improvement	Expected Performance	Exceeds Expectations	Exceptional Performance			
Current Knowledge in Discipline					<ul style="list-style-type: none"> • Stays abreast of latest topics and changes related to discipline. • Maintains membership in professional organizations. • Attends professional conferences and/or gives presentations at local or state professional conferences. • Participates in other discipline-related activities (e.g., performances and exhibits) to expand relevant knowledge base. • Participates in educational opportunities such as faculty development workshops or courses, attends presentations etc. 	<ul style="list-style-type: none"> • Holds office in professional associations related to discipline • Works in conjunction with Grants Office, Office of Institutional Advancement, and discipline to secure funding for advancement of discipline • Gives presentations at regional, national or international professional conferences • Publishes books or professional papers in refereed journals to expand relevant knowledge base • Develops and leads international study opportunities • Recognized by professional association for contributions to discipline 	

Tenure Track Faculty Evaluation Summary

This page is intended to provide a summary of the ratings from the faculty evaluation. For each sub-category, exactly one rating should be selected. Should any discrepancy exist between the rating on the evaluation and the rating on this page, ***the rating given on this page is considered the official rating.***

Faculty name _____

Evaluation Period (fill out one of the three periods)

Mid-year review _____
(semester/year)

Final review _____
(academic year)

Initial review for new faculty member _____
(semester/year)

Signatures

Faculty

Evaluator (Title: _____)

Reviewer (Title: _____)

Elements	Rating			
	Needs Improvement	Expected Performance	Exceeds Expectations	Exceptional Performance
Teaching Effectiveness				
Course Design				
Course Delivery				
Assessment				
Practices and Performance				
Availability/Access				
Record Management	No	Yes		
Collegiality				
Service				
College Committee Participation				
Student and Community Service				
Professional Activities				
Current Knowledge in Discipline				

*PC Faculty Evaluation form
Revised 7/15/2020*