

PERSONAL CONFIDENTIAL PERFORMANCE EVALUATION

Faculty Member's Name – Academic Rank – Department

Period covered by this report _____

Signature of the Evaluated Faculty Member _____

Date _____

(This signature does not imply agreement of the rated member with the contents of this evaluation.)

Members of the Evaluation Team

Typed/Signed/Date

Typed/Signed/Date

Typed/Signed/Date

All persons other than those whose names appear above who read this evaluation must sign their names and show the date.

Name Date Name Date

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- 1-Personnel File (Dean's Office)
- 2-Evaluated Faculty Member

DO NOT REPRODUCE THIS REPORT

COMMENTS AND RECOMMENDATIONS

Evaluating Committee's Comments:

Immediate Supervisor's Comments:

Division Chairman's Comments:

Associate Dean's Comments:

Dean's Recommendations:

PROFESSIONAL DEVELOPMENT ACTIVITIES

ADDITIONAL COMMENTS

Faculty members comments: To emphasize points of importance or to add information not present elsewhere (community service, club sponsorship, research, publications, etc.) Continue on reverse side or additional sheets as necessary.

FACULTY EVALUATION

PART A

Check where applicable (Instructions Attached)	Outstanding	Professionally Competent	Needs Improvement	Not Acceptable	Comments (Record examples & specific information)
1. Reliability					
2. Grooming and Dress					
3. Leadership					
4. General Attitude					
5. Peer Contacts					
6. Classroom Safety Practices					

FACULTY EVALUATION (Contd)

Check where applicable (Instructions Attached)	Outstanding	Professionally Competent	Needs Improvement	Not Acceptable	Comments (Record examples & specific information)
7. Quality of Instruction					
8. Program Planning & Organization					
9. Classroom Control					
10. Renewal & Regeneration					
11. Initiative					
12. Accepts Responsibility					
13. Accepts Related Assignments					

FACULTY EVALUATION (Contd)

Check where applicable (Instructions Attached)	Outstanding	Professionally Competent	Needs Improvement	Not Acceptable	Comments (Record examples & specific information)
14. Student Contacts					
15. Public Contacts					
<u>SUMMARY EVALUATION</u>					

STUDENT EVALUATION SUMMARY

INSTRUCTION PAGES

A. Explanation of Ratings

1. **Outstanding:** Performs at a level that goes far beyond that which is expected of a person in this position. (Requires documentation)
2. **Professionally Competent:** Performing at a level that would be considered standard for a person in this position.
3. **Needs Improvement:** A minor problem exists that needs attention. (Requires documentation)
4. **Not Acceptable:** A serious problem exists that needs to be corrected immediately. (Requires documentation)

B. Explanation of Evaluation Factors

1. **Reliability:** Refers to overall punctuality and dependability, completes and/or turns in all requested work assignments and reporting forms on time. Can be relied upon to carry on his teaching or administrative assignment in a professional manner.
2. **Grooming and Dress:** Meets the standards of dress commensurate with his position. He is consistently clean, neat, and appropriately dressed.
3. **Leadership:** Fellow workers respect his ability in his position and look to him for guidance, ideas and occasional help. A person to be looked up to and whose actions and thoughts set a good example.
4. **General Attitude:** He is cooperative and approachable. His presence enhances teamwork and his attitude helps his associates.
5. **Peer Contacts:** He is respected by his associates and is considered a competent individual in his area of expertise. This would not necessarily reflect a person's popularity or lack of it. He has a proper concern for the problems of others and he is not a disruptive influence on the morale of others.
6. **Classroom Safety Practices:** Complies with reasonable safety practices in the classroom and laboratory. He helps to prevent accidents by practicing good safety procedures. He teaches the student the proper safety rules and procedures as they apply to his program.
7. **Quality of Instruction:** Complies with and teaches toward completing the purpose and objectives of his course outline and/or program description. Insures that each student in class knows, in writing, the class objectives and requirements, the material to be covered, the grading and evaluation procedures and the outcomes expected.
8. **Program Planning and Organization:** Always has his class planned in advance to insure that the student's time is productive. He is resourceful and allows for possible unforeseen circumstances that might disrupt his teaching sequence. He has all of his teaching materials identified and ready for use at the beginning of each class.
9. **Classroom Control:** Maintains control of class at all times. Student activity in the classroom is directed and meaningful although at times it may appear noisy. Is fair and consistent in dealing with individuals as well as the entire class.

10. Renewal and Regeneration: Avoids stagnation in teaching by reviewing his materials and methods, seeking always to keep his course fresh and current. Is active in professional development activities and incorporates such information in classroom practices.
11. Initiative: He acts to produce or formulate more efficient, productive or economical methods and/or procedures. He is alert, inventive, self-reliant and offers practical constructive criticism.
12. Accepts Responsibility: This refers to the degree of willingness exhibited when given responsibility and the manner in which the responsibility is carried out. He readily accepts responsibility and does not try to avoid it. He consistently acts in a responsible manner.
13. Accepts Related Assignments: The instructor and/or administrator realizes that, aside from his regular duties, there are certain additional work assignments that need to be accomplished, i.e., serving on committees, completing reporting forms, etc. This person accepts these assignments and performs in an acceptable manner.
14. Student Contacts: Works well with students and maintains their respect. Provides for individual difference in the classroom and tries to help them with problems in a cheerful and professional manner. Refers students to appropriate helping agencies if the problem is beyond his training or ability to help. If assigned advisor duties, complies with requirements of that assignment.
15. Public and Parent Contacts: He is a credit to the school and promotes a good public image. Communicates with students' parents as often as the situation demands.