

Part I: Student Learning

Marking Instructions

Please check the circle that indicates the appropriate level of performance for each factor.

	Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Not Observed
A. Manages student learning in a fair, consistent, and effective manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Practices and applies assessment strategies to assess student learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Provides ample time for student advising and interaction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Reviews and refines course materials regularly; seeks best practices to improve student learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments/Action Plan (if needed):

Part II: Classroom Management

Marking Instructions

Please check the circle that indicates the appropriate level of performance for each factor.

	Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Not Observed
A. Begins and ends instructional periods punctually; optimizes use of instructional time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Maintains an orderly learning environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Manages resources in a prudent manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Exhibits proper attendance in accordance with College policy.	Acceptable <input type="radio"/>		Unacceptable <input type="radio"/>		<input type="radio"/>	

Comments/Action Plan (if needed):

Part III: Professionalism/Communication

Marking Instructions

Please check the circle that indicates the appropriate level of performance for each factor.

	Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Superior 5	Not Observed
A. Exhibits conduct and appearance that provide an appropriate model for students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B. Communicates in a timely and effective manner with faculty, staff, students, and administration.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C. Demonstrates professional integrity and ethics in job performance, and represents the college appropriately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D. Demonstrates collegiality within the department and with other divisions of the college.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Part IV: Development Plan/Future Goals

List up to **three** development plans or **two** goals below. Effective goals and development plans contain measurable objectives and completion dates. Goals should be set for employees who meet/exceed expectations on all factors. Development plans should be made for up to three factors rated lower than "meet expectations".

Development Plan #1:

Development Plan #2:

Development Plan #3:

Goal #1:

Goal #2:

Requirements

- The supervisor has completed anti-harrassment training on _____ (month), _____(year). N/A ☐
- The employee has completed _____ number of professional development hours since July 1 of the current fiscal year.
- The employee needs to complete _____ number of professional development hours before July 1 of the upcoming fiscal year.

**Administrators are required to complete 20 hours per fiscal year; staff are required to complete 10 hours per fiscal year.*

Supervisor's Signature

Date

To the Employee

I have been advised of my performance ratings and discussed the contents of this review with my supervisor. My signature does not necessarily mean that I agree with my supervisor's evaluation.

Employee's Signature

Date

OZARKS TECHNICAL COMMUNITY COLLEGE

FACULTY ANNUAL PERFORMANCE EVALUATION

Employee Information

Name	Department
Job Title	Evaluation Period
Time In Current Position/Transfer Date	Supervisor

Instructions

This form must be completed on all full-time employees hired by January 1 in the current year. The evaluation period in which you are rating your employee generally runs from Jan-Dec of the preceding year.

Employees are rated in three major performance categories: performance factors, behavioral traits, and supervisory factors. Please adhere to the following guidelines:

1. Provide this form to your employees and ask for a completed self-evaluation to be turned in prior to your evaluation meeting.
2. Complete the performance factors and behavioral traits section for all employees.
3. Under Supervisory Factors, select N/A if the evaluated employee does not serve in a supervisory capacity.
4. Provide comments for any of the following ratings:
 - a. (1) Unacceptable
 - b. (2) Needs Improvement
 - c. (5) Superior
5. Return the original form to the Human Resource office and distribute a copy of the form to the employee. **Evaluations are due to HR by May 1.**

The following rating scale guide will assist the evaluator in assigning the most appropriate measurement of the employees performance.

- | | |
|-------------------------------|--|
| 1 Unsatisfactory | Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment. |
| 2 Needs Improvement | Occasionally fails to meet job requirements; performance must improve to meet expectations of position. |
| 3 Meets Expectations | Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required. |
| 4 Exceeds Expectations | Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well. |
| 5 Superior | Consistently exceeds job requirements; this is the highest level of performance that can be attained. |
| Not Observed | Employee has not been in the evaluated job capacity for a sufficient amount of time to be fully evaluated. |