

APPENDIX C-1

BATES TECHNICAL COLLEGE
Faculty Evaluation Form

To be completed by supervisor

Name of Employee:

Date:

Department/Program:

Evaluation Period:

Tenured Faculty

Non-tenurable Full-time Faculty

Part-time Faculty

The following steps have been adhered to in this evaluation:

(Date/initials) 1. **Pre-evaluation (planning).** Explanation of process and performance elements for each category to be evaluated. Provide copy of "Performance Elements" attachment and optional "Employee Development and Performance Plan" to the employee.

(Date/initials) 2. **Evaluation Meeting.**

(Date/initials) 3. **Professional Development Plan** has been reviewed, and is complete and up-to-date.

(Date/initials) 4. The following have been reviewed and discussed during the Evaluation Meeting:
__ Employee Performance Elements
__ Student Input Data
__ Collegial Input Data

Explanation of any unsatisfactory rating attached.

Unsatisfactory ratings on individual performance elements shall not be construed as constituting an overall unsatisfactory evaluation. If the overall evaluation of the employee's performance is deemed unsatisfactory, it shall be specifically identified as such by the supervisor in the post-observation conference and on the evaluation record.

Supervisor's Comments: *(This section addresses areas of outstanding performance and/or suggestions for improvement).*

Employee's Comments:

Employee's Signature

Date

Supervisor's Signature

Date

Please return to the Human Resources office no later than the end of spring quarter.

I have reviewed all evaluation forms and, in my judgment, the process has been properly followed.

Vice President of Human Resources/Designee Signature

Date

Note: *Once the performance evaluation is completed and signed by all parties, it is the supervisor's responsibility to provide a copy to the employee and to ensure that the original is forwarded to the Human Resources Department for placement in the employee's personnel file.*

APPENDIX C-2

BATES TECHNICAL COLLEGE
Faculty Employee Evaluation

To be completed by supervisor

Name of Employee: _____
Department/Program: _____
Date: _____ Evaluation Period: _____

EMPLOYEE PERFORMANCE ELEMENTS

A copy of the "Performance Elements" shall be provided to the employee.

The supervisor will complete the evaluation form and provide comments. The evaluation results will be discussed with the employee at the post conference meeting. The "Development and Performance Plan" from the past year shall also be discussed and analyzed at the evaluation meeting.

Key: 1 = Unsatisfactory; 2 = Needs improvement; 3 = Satisfactory;
4 = Exceeds requirements; 5 = Excellent; N/R = Not Rated.

		1	2	3	4	5	N/R
A.	Self Management Skills _____						
B.	Work Processes, Skills and Results _____						
C.	Teamwork Skills _____						
D.	Innovation and Change Skills _____						
E.	Development Skills _____						
F.	Communication Skills _____						
G.	Customer Service Skills _____						
H.	Position Specific Performance Elements _____						

APPENDIX C-3

<p>BATES TECHNICAL COLLEGE</p> <p>PERFORMANCE ELEMENTS</p> <p>Faculty Evaluation</p>

The following performance elements should be considered, where applicable, in assessing employee performance and determining future performance expectations and development needs. Other performance elements may be added as needed. Please provide a copy of this attachment to the employee at the Pre-conference Meeting.

<p>A. SELF-MANAGEMENT SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Punctual and consistent work attendance <input type="checkbox"/> Efficient, effective use of work time, equipment, and resources. <input type="checkbox"/> Follows rules and procedures. <input type="checkbox"/> Works in a safe manner. <input type="checkbox"/> Proper use and maintenance of equipment. <input type="checkbox"/> Seeks and assumes additional responsibilities as is appropriate. <input type="checkbox"/> Exhibits integrity and honesty. <input type="checkbox"/> Treats others with respect and dignity. <input type="checkbox"/> Gives and accepts constructive feedback. <input type="checkbox"/> Works effectively in a diverse work environment. <input type="checkbox"/> Focuses on the situation, issue or behavior rather than on the person. <input type="checkbox"/> Other: _____. <p>B. WORK PROCESSES, SKILLS & RESULTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provides products & services that consistently meet or exceed the needs and expectations of customers. <input type="checkbox"/> Uses customer satisfaction as a key measure of quality. <input type="checkbox"/> Uses appropriate problem-solving methods to improve processes. <input type="checkbox"/> Collects and evaluates relevant information to make decisions. <input type="checkbox"/> Uses good judgment. <input type="checkbox"/> Sets and adheres to priorities. <input type="checkbox"/> Meets productivity standards, deadlines and work schedules. <input type="checkbox"/> Accurate and timely work with minimal supervision. <input type="checkbox"/> Achieves successful results. <input type="checkbox"/> Pursues efficiency and economy in the use of resources. <input type="checkbox"/> Informs supervisor or appropriate others of problems; identifies issues and alternative solutions. <input type="checkbox"/> Other: _____. <p>C. TEAMWORK SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supports and focuses on the vision, mission, and goals of the organization and team. <input type="checkbox"/> Understands the benefits of teamwork. 	<ul style="list-style-type: none"> <input type="checkbox"/> Cooperates with and offers assistance to others. <input type="checkbox"/> Views the success of the organization and team as more important than individual achievements. <input type="checkbox"/> Contributes to the development, cohesion and productivity of the team. <input type="checkbox"/> Appropriately shares information internally and externally. <input type="checkbox"/> Supports teamwork and cooperation through open, honest communication. <input type="checkbox"/> Other: _____. <p>D. INNOVATION AND CHANGE SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Is creative and innovative when contributing to organizational and individual objectives. <input type="checkbox"/> Receptive to new ideas and adapts to new situations. <input type="checkbox"/> Avoids being overly defensive; willing to explore different options. <input type="checkbox"/> Takes calculated risks. <input type="checkbox"/> Seeks and acts on opportunities to improve, streamline and re-invent work processes. <input type="checkbox"/> Helps others overcome resistance to change. <input type="checkbox"/> Other: _____. <p>E. DEVELOPMENT SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participates in opportunities to enhance knowledge and skills identified and offered by the organization or the supervisor. <input type="checkbox"/> Displays initiative in developing or upgrading knowledge and skills. <input type="checkbox"/> Applies new knowledge or skills acquired from developmental opportunities. <input type="checkbox"/> Helps others learn new systems, processes, or programs. <input type="checkbox"/> Learns to use technology effectively, as is appropriate for the job. <input type="checkbox"/> Other: _____. <p>F. COMMUNICATION SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participates in meetings in an active, cooperative, and courteous manner. <input type="checkbox"/> Effectively communicates orally on a one-on-one basis and in small groups. 	<ul style="list-style-type: none"> <input type="checkbox"/> Make effective oral presentations before groups. <input type="checkbox"/> Writes clearly and succinctly. <input type="checkbox"/> Avoids "bureaucracies" whenever possible in written and oral communications. <input type="checkbox"/> Understands and empathizes with the listener or reader. <input type="checkbox"/> Responds promptly to e-mails, phone messages, and mail. <input type="checkbox"/> Follows through with commitments. <input type="checkbox"/> Other: _____. <p>G. CUSTOMER SERVICE SKILLS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understands and responds to customer's objectives and needs. <input type="checkbox"/> Is sensitive to public attitudes and concerns. <input type="checkbox"/> Is accessible, timely, and responsive when interacting with customers. <input type="checkbox"/> Handles customer inquires and complaints promptly, courteously, and non-bureaucratically. <input type="checkbox"/> When feasible, goes the extra mile to satisfy customer needs and expectations. <input type="checkbox"/> Other: _____. <p>H. POSITION SPECIFIC PERFORMANCE ELEMENTS (see Attachment to Form 2 page 2)</p>
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APPENDIX C-4

<p style="text-align: center;">BATES TECHNICAL COLLEGE PERFORMANCE ELEMENTS Faculty Evaluation</p>

H. Position Specific Performance Elements (Check elements to be evaluated)

- Provides students with appropriate, updated, competency-based syllabi indicating what, when, why and how they will learn and how they will be evaluated
- Provides approved competency-based instruction
- Documents and submits timely student attendance, competency completion, and grades
- Uses a variety of instructional materials and methods
- Aware of and/or incorporates current technology and new developments into course structure
- Maintains student accountability for behavior and/or academic work
- Sets expectations for students, assists with setting goals and effectively critiques student progress
- Participates in activities to market college programs
- Works with Student Services to assist with enrollment, student issues and retention
- Works with Advisory Committee and industry/affiliate partners to maintain program validity
- Maintains industry contacts
- Submits timely and accurate reports, requisitions, and other documentation as needed
- Participates in college projects, task-groups and committees
- Identifies and contacts new and existing clients to identify training needs and market training programs
- Establishes a follow-up schedule for clients to assess program satisfaction
- Prepares draft agreements with clients, establishes fees, assigns presenters, and coordinates other related details
- Prepares and submits training related reports and information required
- Is aware of new developments, ideas and events related to subject matter
- Handles confidential information in a professional manner
- Participates on community advisory committees, community program planning taskforces, or in other ways that strengthen community partnerships and awareness of college programs
- Responds to college-related reference questions in an accurate and timely manner
- Provides an organized collection of library materials and equipment to meet customers' college-related information needs
- Increases customer awareness of the Library and its services through orientations, web site, and other means.
- Assists in the administration and management of the Library's facility, staff and services.
- Demonstrates competence in knowledge of program, prerequisite requirements. interpretation of Asset/Compass results and placement in academic courses, degree/certificate requirements and college/community resources
- Participates in professional development opportunities to keep abreast of current issues
- Provides follow-up on student registered in Career Training Programs to improve retention rates.
- Works collaboratively with faculty to foster and ensure student success.
- Involve students in advising processes
- Provides accurate information in advising and the registration process
- Provides students with information on college policies and procedures
- Other: _____

Non-Classroom Student Input Form



Faculty Member: _____

Title (e.g., Career Specialist, Librarian, etc.) _____

Date: _____

This form is used to provide input regarding non-instructional faculty (i.e., people that don't teach but provide services like advising). The data will be used to help us get better. Your opinion is important to us! Please rate your level of agreement with the following statements. Fill in the circles completely using a dark pen or pencil.



	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1) Students are treated in a professional and respectful manner.	0	0	0	0	0
2) I received the information that I needed.	0	0	0	0	0
3) Telephone calls or emails are answered in a timely manner.	0	0	0	0	0
4) Students receive encouragement and support when appropriate.	0	0	0	0	0
5) The materials provided are adequate, relevant, appropriate and effective.	0	0	0	0	0
6) Scheduled meetings / appointments start within 10 minutes of designated time.	0	0	0	0	0
7) Written and verbal directions are clear and specific.	0	0	0	0	0
8) Questions are adequately answered (i.e., faculty member had a good knowledge of subject area).	0	0	0	0	0
9) I am afforded the time I need.	0	0	0	0	0

10) What is your overall rating of the service received?

- | | |
|---------------------------------|------------------------------------|
| <input type="radio"/> Excellent | <input type="radio"/> Fair |
| <input type="radio"/> Very Good | <input type="radio"/> Poor |
| <input type="radio"/> Good | <input type="radio"/> Unacceptable |

11) Comments.

APPENDIX E

Bates Technical College Collegial Input Form Data

Instructor: _____ Program / Specialty: _____
Colleague: _____ Date: _____

Collegial input is intended to provide a peer's perception of skills and abilities. As colleagues cannot generally be expected to be experts in another's subject area or to have specific knowledge regarding general overall performance, the collegial input is limited to what occurred or was noticed.

1. What did the employee do well?

2. What suggestions do you have regarding how the employee can improve?

APPENDIX F-1

BATES TECHNICAL COLLEGE
Optional Employee Self-Evaluation

To be completed by Employee

Optional Employee Development and Performance Plan

This form is to be completed by the employee and discussed with supervisor.

Employee's Name: (Last, First, MI)	Department/Program	Supervisor's Name:
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Evaluation Period: From ___/___/___ to ___/___/___	Date of Evaluation Session: ___/___/___
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Part I: Performance Feedback

How have you contributed, in your position, to the mission, vision, and goals of the College, your department or program?

Use additional sheets if needed.

Part II: Future Performance Expectations

What skills would you like to develop in the future to enhance your ability to contribute toward the mission, vision, and goals of the College?

Use additional sheets if needed.

APPENDIX F-2

BATES TECHNICAL COLLEGE
Optional Employee Self-Evaluation

To be completed by Employee

Part III: Future Training & Development

What training do you feel you need to assist you to enhance future performance (should also appear in Professional Development Plan).

Use additional sheets if needed.

Part IV: Organizational Support

What suggestions do you have as to how your supervisor, co-workers, and/or agency management can support you in the present job and with future career goals?

Use additional sheets if needed.

Part V: Comments and Signatures

This report has been discussed with my supervisor

Employee's Signature _____ Title _____ Date _____

I have discussed the Optional Self-Evaluation with the employee.

Supervisor's Signature _____ Title _____ Date _____

Comments specific to self-evaluation:

APPENDIX G

Informal Annual Employee Assessment

Employees are formally evaluated by their supervisors every three years. During the other two years, employees are to meet at least once per year where the supervisor and the employee have an opportunity to share with each other how things are going. At this meeting, the employee will share student input data with the supervisor, go over the employee's Professional Development Plan with the supervisor, and have an opportunity to discuss college-related issues of interest to the employee. Similarly, the supervisor will have an opportunity to discuss college-related issues of interest with the employee. This form is the sole document that is to be completed relative to this informal assessment.

Date of informal assessment: _____

Employee: _____

Supervisor: _____

Date of last 3-year evaluation: _____

Professional Development Plan is complete and up-to-date.

(Supervisor's Initials)

The informal assessment took place on the date indicated above.

Employee's Signature: _____

Supervisor's Signature: _____

This form is to be placed in the employee's working file.