

Lawson State
COMMUNITY COLLEGE

MID-YEAR EVALUATION
CONFERENCE RECORD

Employee's Name: [REDACTED]

Position: Biology

Evaluator's Name: [REDACTED]

Date: 1/24/2008

Conduct a "Summary of Progress" for each category below.

1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?

[REDACTED] has reached her 100 point Professional Development obligation.

- ACA workshop
- Fall/Spring Professional Development
- Will be attending a Science conference Feb.11-15 of 2008.
- Conducted Blackboard workshop in August 2007.

2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?

There are no areas that need addressing in regards to meeting [REDACTED]'s Professional Development goals.

3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).

[REDACTED] is an excellent Biology instructor. Ms. Calhoun's performs all task that she is given. She works well with others. I am very satisfied with Ms. Calhoun work performance. I give her an overall rating of outstanding..

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[REDACTED]
Employee's Signature

[REDACTED]
Evaluator's Signature

Lawson State
COMMUNITY COLLEGE

MID-YEAR EVALUATION
CONFERENCE RECORD

Employee's Name: [REDACTED]

Position: Mathematics Instruments

Evaluator's Name: [REDACTED]

Date: 1/25/2008

Conduct a "Summary of Progress" for each category below.

1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?

[REDACTED] has reached 50% of her 100 point goal for this academic year. She has completed the Fall & Spring professional development workshop. She has also completed 75% of her professional goals form 2007.

2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?

[REDACTED] needs to attend two more Professional Development workshop or attend a Scientific Mathematic workshop to reach her 100 point Professional Development obligation..

3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).

[REDACTED] is an outstanding Mathematic instructor. She works very well with faculty, and staff. Mrs. Martin is also working as Lead instructor in the Mathematic Department. She is currently doing an excellent job in that position. Overall, I am satisfied with Mrs. Martins' job performance.

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[REDACTED]
Employee's Signature

[REDACTED]
Evaluator's Signature

Lawson State
COMMUNITY COLLEGE

MID-YEAR EVALUATION
CONFERENCE RECORD

Employee's Name: [REDACTED]

Position: HPERD Department Chairperson

Date: 1/25/2008

Evaluator's Name: [REDACTED]

Conduct a "Summary of Progress" for each category below.

1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?

[REDACTED] has reached her 100 point Professional Development obligation.

- AEA
- Fall/Spring Professional Development (LSCC)
- Two-Day American Red Cross Instructor Course
- HPERD Conference at Sanford
- Blackboard & Ethic Training
- Volleyball Clinic
- Wellness Seminar at BJCC

2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?

[REDACTED] needs no specific help in addressing her 100 point Professional Development.

3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).

[REDACTED] is very dedicated and works hard as Department Chairperson, Athletics Director and Instructor. She supports the mission of the college and works well with co-workers. I submit that Ms. Pitt's overall rating is outstanding.

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[REDACTED]
Employee's Signature

[REDACTED]
Evaluator's Signature

Lawson State
COMMUNITY COLLEGE
**MID-YEAR EVALUATION
CONFERENCE RECORD**

Employee's Name: [REDACTED]

Position: General Education Chairperson

Evaluator's Name: [REDACTED]

Date: 1/25/2008

Conduct a "Summary of Progress" for each category below.

1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?

[REDACTED] has reached his 100 point Professional Development obligation.

- ACA workshop
- Fall/Spring Professional Development In-service (LSCC)
- Ethnic Training
- Tegrity Training Workshop

2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?

There are no areas that need addressing in order for [REDACTED] to reach his professional goals.

3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).

[REDACTED] is an outstanding Chairperson and instructor who is caring both professionally and personally. My level of satisfaction with Dr Fowler's overall job is excellent.

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[REDACTED]
Employee's Signature

[REDACTED]
Evaluator's Signature



**MID-YEAR EVALUATION
CONFERENCE RECORD**

Employee's Name: [REDACTED]

Position: Developmental English Instructor

Evaluator's Name: [REDACTED]

Date: 1-31-08

Conduct a "Summary of Progress" for each category below.

- 1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?**

[REDACTED] has superceded his 100 point obligation. The following outlines his professional developmental activities: attended *Master Teacher Seminar*; conducted two Criterion Online Writing training sessions during the fall in-service; attended the iPod training session during fall in-service; conducted two *My Writing Lab* training sessions; served as the main web page designer for the Developmental Webpage (via Blackboard), and has also attended Ethics Training.

- 2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?**

[REDACTED] has reached all of his professional development goals. However, he stressed that he wants to continue to work on developing different ways to assess his writing students. He was encouraged to seek out new ways to assess his students and to focus on areas that would put him out of his comfort zone (in terms of his typical teaching strategies and approaches.) He agreed to investigate a new approach and implement (and evaluate) the approach this term.

- 3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).**

I am more than satisfied with [REDACTED]'s job performance. He is an excellent instructor who is both knowledgeable and skilled. Equally important, he a team player and supports the mission of the college daily. Lawson State is lucky to have him.

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[REDACTED]
Employee's Signature

[REDACTED]
Evaluator's Signature

Date	Training/Workshop/Seminar	Location	Point Value
August 1 st	Tegrity Training	Bessemer Campus (Dr. Fowler's Office)	25
August 17 th	New Employee Orientation	Birmingham Campus (ACATT)	25
October 12 th	Word 03' to 07' Training	Birmingham Campus (ACATT)	25
October 17 th	Desktop Publishing	Birmingham Campus (ACATT)	25
November 14 th	Assessment Training	Alabama Power	25
November 15 th	IAAP Professional Development Seminar	Birmingham Campus (HR Conf Room)	75
November 20 th	Diversity Training	Birmingham Campus (HR Conf Room)	75
December 3 rd	Input Training	Bessemer Campus	25

Lawson State
COMMUNITY COLLEGE

MID-YEAR EVALUATION
CONFERENCE RECORD

Employee's Name: [REDACTED]

Position: Humanities Chairperson & English Instructor

Evaluator's Name: [REDACTED]

Date: 1/24/2008

Conduct a "Summary of Progress" for each category below.

1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?

[REDACTED] has completed her 100 points Professional Development Goals..

- ACA workshop
- Fall/Spring Professional Development
- Master teacher workshop/seminar
- NCTE-Conference

Mrs. Masi Masi met her Professional Goals from last year.

2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?

There are no areas that need addressing for [REDACTED] in regards to her Professional Developments goals..

3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).

[REDACTED] is currently doing an excellent job as Humanities Chairperson and she is also an outstanding English instructor. Mrs. Masi Masi strongly supports the mission and goals of the college, therefore, I rate Mrs. Masi Masi performance as outstanding.

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[REDACTED]
Employee's Signature

[REDACTED]
Evaluator's Signature

Lawson State
COMMUNITY COLLEGE

MID-YEAR EVALUATION
CONFERENCE RECORD

Employee's Name: [REDACTED]

Position: Social & Behavior Science

Date: 1/24/2008

Evaluator's Name: [REDACTED]

Conduct a "Summary of Progress" for each category below.

1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?

[REDACTED] has successfully completed her 100 points professional Development obligation..

- ACA workshop
- Fall/Spring Professional Development
- Blackboard Training by Dr. Milton
- Conducted a National Association of Family Child Care Foundation workshop.

2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?

There are no areas that need addressing in regards to [REDACTED] reaching her Professional Development goal obligations.

3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).

[REDACTED] excellent instructor and co-worker. She works very hard as Chairperson of the Social & Behavior Sciences Department. Mrs. McCullum works very well with all administrators, faculty and staff. She is a dedicated employee of the college and overall Ms. McCullum is an outstanding individual.

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[REDACTED]
Employee's Signature

[REDACTED]
Evaluator's Signature



Lawson State
COMMUNITY COLLEGE

MID-YEAR EVALUATION
CONFERENCE RECORD

Employee's Name: ~~_____~~

Position: Social Wk Instructor

Date:

2/13/07

Evaluator's Name: ~~_____~~

Conduct a "Summary of Progress" for each category below.

1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?

~~_____~~ Harris has participated in the following workshops:
1. Blackboard Training
2. AJCC Conventions
3. IAAP - Workshop

2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?

~~_____~~ will focus on the following workshops and conventions as well as training to complete her goals:
1. The Alabama Conference of Social Work
2. Integrity Training

3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).

I am fully satisfied with ~~_____~~'s overall job performance.

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

~~_____~~
Employee's Signature

~~_____~~
Evaluator's Signature



Lawson State
COMMUNITY COLLEGE

MID-YEAR EVALUATION
CONFERENCE RECORD

Employee's Name: [Redacted]

Position: Child Development Instructor

Date:
2/13/07

Evaluator's Name: [Redacted]

Conduct a "Summary of Progress" for each category below.

1. How much progress has this employee made towards his/her professional development goals and 100 point obligation?

Mr. May has completed the following Workshops, Training and Conferences
1. Powerpoint Training - Jan 3rd - 2. NA EYC Conference Nov 8-9-12
3. Webinar - Jan 25th

4. Sponsored American Ed. Program Nov. 15th
5. Thomson Blackboard Training Dec. 6th

2. Based on your mid-year assessment of this employee, what specific areas need addressing in order for the employee to reach his/her professional goals?

To complete the goal [Redacted] will attend one more Workshop / Training in her area.

3. How would you describe your level of satisfaction with this employee's overall job performance at mid-year? If not fully satisfied, outline below, what specific things the employee would need to do in order to improve. (Use back side of form if needed).

I am Satisfied with [Redacted]'s performance
I am suggesting that she work on Presenting Workshops for students/Community and with JCCED

The signatures below indicate that an oral mid-year conference was conducted and that all information above was reviewed and discussed.

[Redacted Signature]
Employee's Signature

[Redacted Signature]
Evaluator's Signature

LAWSON STATE COMMUNITY COLLEGE
INSTRUCTOR EVALUATION

The *Instructor Evaluation* form is used to evaluate the employee's overall job performance, skill ability, and those personal qualities associated with job related responsibilities.

Procedure	<ol style="list-style-type: none"> Using the 4-point scale below, rate the employee under in each category listed. Review the results of the evaluation with the employee and provide a copy to the employee. Supervisors: Provide the Human Resources Office with this original form. Then, forward copies to your Area Dean and Vice President. You should also maintain a copy of this evaluation for your records.
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Employee: _____ Date: 5-3-07
 Supervisor: _____ Unit: Natural Sciences & Mathematics

NOTE: The ratings below indicate the evaluator's ranking of the employee's use of the skills listed and personal qualities associated with job performance. The following five-point Likert scale applies:

	NA	Not applicable or not observed
LEVEL	1	Unsatisfactory (employee is <u>not</u> meeting his/her job expectations)—requires comment
LEVEL	2	Needs Improvement (employee is <u>not meeting</u> his/her job expectations consistently)
LEVEL	3	Satisfactory (employee <u>meets</u> job expectations on a consistent basis)
LEVEL	4	Above Average (employee meets job expectations <u>above</u> the minimum standards)

Category I: Instructional Duties/Responsibilities

- | | | | | | |
|---|----|---|---|---|---|
| 1. Supports the mission of the college | NA | 1 | 2 | 3 | 4 |
| 2. Establishes and works to achieve instructional goals and objectives that align with mission..... | NA | 1 | 2 | 3 | 4 |
| 3. Plans and delivers instruction that relates to subject matter..... | NA | 1 | 2 | 3 | 4 |
| 4. Provides a current syllabus and adheres to its contents..... | NA | 1 | 2 | 3 | 4 |
| 5. Reviews and/or updates materials, supplements and/or books annually | NA | 1 | 2 | 3 | 4 |
| 6. Maintains accurate student records (i.e., roll book, grade book, attendance records, etc.) | NA | 1 | 2 | 3 | 4 |
| 7. Submits accurate mid-term and final grade reports | NA | 1 | 2 | 3 | 4 |
| 8. Meets deadlines for submitting grades, attendance verification reports, etc. | NA | 1 | 2 | 3 | 4 |
| 9. Conducts class as scheduled and in accordance with established class times. | NA | 1 | 2 | 3 | 4 |
| 10. Advises students accurately and effectively based on degree plans & STARS. | NA | 1 | 2 | 3 | 4 |
| 11. Adheres to FERPA guidelines when handling student information..... | NA | 1 | 2 | 3 | 4 |
| 12. Actively participates in the pre-registration and registration process..... | NA | 1 | 2 | 3 | 4 |
| 13. Provides evidence that advising files are current and accurate..... | NA | 1 | 2 | 3 | 4 |
| 14. Is competent in the use of AS400 and Websuite | NA | 1 | 2 | 3 | 4 |
| 15. Sets and maintains office hours as posted on Locator cards and Work Load Verifications | NA | 1 | 2 | 3 | 4 |

Comments: _____

Category II: Instructional Effectiveness

- | | | | | | |
|---|----|---|---|---|---|
| 1. Uses a variety of instructional strategies to promote student-centered learning | NA | 1 | 2 | 3 | 4 |
| 2. Demonstrates effective teaching approaches in a laboratory setting | NA | 1 | 2 | 3 | 4 |
| 3. Provides evidence that student learning outcomes have been achieved (i.e., samples of student work, Exit exam results, portfolios, projects, student presentations, etc.)..... | NA | 1 | 2 | 3 | 4 |
| 4. Uses technology on a regular basis to enhance instruction..... | NA | 1 | 2 | 3 | 4 |
| 5. Remains current with changing technology as it relates to his/her teaching responsibilities..... | NA | 1 | 2 | 3 | 4 |
| 6. Demonstrates effective questioning techniques that encourage students to respond critically . | NA | 1 | 2 | 3 | 4 |
| 7. Creates an environment that promotes higher ordered thinking..... | NA | 1 | 2 | 3 | 4 |
| 8. Demonstrates an established rapport with students | NA | 1 | 2 | 3 | 4 |

Comments: _____

LEVEL	1	Unsatisfactory (employee is <u>not</u> meeting his/her job expectations)—requires comment
LEVEL	2	Needs Improvement (employee is <u>not meeting</u> his/her job expectations consistently)
LEVEL	3	Satisfactory (employee <u>meets</u> job expectations on a consistent basis)
LEVEL	4	Above Average (employee meets job expectations <u>above</u> the minimum standards)

Category III: Student Evaluation Results

*(Ratings for this section MUST be taken from the final results of the Student Course Evaluations).

For quick reference, question #'s from the course evaluation have been listed to the right (i.e., #10, #18, etc.)

1. Includes assignments that relate to course syllabus (#10).....	NA	1	2	3	4
2. Meets classes regularly and punctually (#18).....	NA	1	2	3	4
3. Instructor uses classroom time wisely (is organized) (#25).....	NA	1	2	3	4
4. Instructor provides examples and illustrations that augment student learning (#26).....	NA	1	2	3	4
5. Instructor challenges students to think critically (#14).....	NA	1	2	3	4
6. Instructor is prompt in grading assignments and examinations (#22).....	NA	1	2	3	4
7. Instructor established clear grading procedures (#5).....	NA	1	2	3	4
8. Respects students and treats them courteously (#23).....	NA	1	2	3	4
9. Is available during posted office hours and for appointments. (# 24).....	NA	1	2	3	4
10. Overall rating of instructor (# 27).....	NA	1	2	3	4

Category IV: Professional Communication Skills & Teamwork

1. Communicates with students, colleagues and others in a professional manner.....	NA	1	2	3	4
2. Writes and speaks in a clear and grammatically correct manner.....	NA	1	2	3	4
3. Displays a positive attitude in the workplace.....	NA	1	2	3	4
4. Shows respect and consideration for faculty, staff, students, administrators and visitors.....	NA	1	2	3	4
5. Is receptive to constructive criticism.....	NA	1	2	3	4
6. Works cooperatively in groups.....	NA	1	2	3	4
7. Is a positive, contributing team member.....	NA	1	2	3	4
8. Seeks to resolve conflicts in a positive manner.....	NA	1	2	3	4

Comments: _____

Category V: Personal Qualities Related to Job Performance & Essential Functions

1. Is self-motivated and displays initiative in carrying out job responsibilities.....	NA	1	2	3	4
2. Performs essential functions effectively.....	NA	1	2	3	4
3. Completes "other assigned" job-related tasks as required.....	NA	1	2	3	4
4. Submits departmental/administrative documents in a timely, professional manner.....	NA	1	2	3	4
5. Reports to work regularly and on time.....	NA	1	2	3	4
6. Follows proper procedures for reporting off and traveling.....	NA	1	2	3	4
7. Attends required college functions (i.e., graduation, award ceremonies, in-service, etc.).....	NA	1	2	3	4
8. Adheres to school policies/procedures (i.e., Final Exam schedule, advising policies, etc.).....	NA	1	2	3	4
9. Actively participates on assigned committees.....	NA	1	2	3	4
10. Participates in professional development activities.....	NA	1	2	3	4
11. Reaches professional goals.....	NA	1	2	3	4
12. Maintains current, appropriate certifications.....	NA	1	2	3	4
13. Checks and responds to email, voicemail and interoffice mail in a timely manner.....	NA	1	2	3	4

Comments: _____

Category VI: Safety

1. Knows the location of safety devices and manuals.....	NA	1	2	3	4
2. Knows the basic procedures to follow in the event of emergencies (fires, chemical spills and medical emergencies).....	NA	1	2	3	4
3. Has a general awareness of the types of chemicals in use and the need for special precautions.....	NA	1	2	3	4
4. Has attended all mandatory safety training classes in the past year.....	NA	1	2	3	4
5. Keeps personal areas of responsibility (must include personal work area) clean and neat, and maintains good housekeeping of these areas.....	NA	1	2	3	4

Comments: _____

TABULATIONS Count the total of 1's, 2's, 3's, & 4's; under each column and record each total in the space provided. N/A's should NOT be tabulated.

1's 2's 3's 4's 12 47

- Does the employee have TEN or more "1's"? Yes No
 Does the employee have TEN or more "2's"? Yes No
 When you combine the "1's" & "2's" together, is that number at TEN or more? Yes No

If you answered "YES" to any of the above questions, the employee MUST be scored at LEVEL "1" or LEVEL "2" and should be placed on a Supervised Strategic Improvement Plan. Final placement should be determined based on where the majority of 1's or 2's fell—the highest column determines the ranking. Complete the Overall Rating below.

If you answered "NO" to all the questions, rate the employee based on where the majority of his or her scores fell under LEVEL 3 or LEVEL 4.

Overall Rating

Rate the employee using your tabulation chart and applying the basic formula outlined above; then, CIRCLE the overall performance level below. **BE SURE TO DOUBLE-CHECK YOUR RESULTS.**

1	Unsatisfactory		Satisfactory	3
2	Needs Improvement		Above Average	(4)

Professional Development & Strategic Improvement Goals

- Did the employee meet his/her professional development obligation of 100 points? Yes No
 Did the employee meet his/her professional goals? Yes No
 Did the employee score at LEVEL 3 or higher on this year's evaluation? Yes No

If you answered "NO" to any question, select the supervisory action you would like to take.


- _____ Since this is the first time this employee has scored below LEVEL 3, I wish to place the employee on a *Supervised Improvement Plan* for the upcoming school year.
- _____ Since this is the second time this employee has scored below LEVEL 3, I wish to seek an administrative remedy. (Notify Area Dean and Associate Dean.)
- _____ Since this is the first time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to place this employee on a *Supervised Improvement Plan* for the upcoming school year.
- _____ Since this is the second time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to seek an administrative remedy. (Notify Area Dean and Associate Dean.)

List employee's upcoming professional goals—no more than 6, no less than 4:

1. Utilize teamity in the classroom or mimic
2. Increase student interactions (discuss topics in class, more group activities)
3. Attend more professional development workshops
4. Use virtual labs in Biology 103; incorporate them with
5. the hands-on labs
6. _____

Supervisor's Comments (Required, if you rated an employee at LEVEL "1" or "2." Optional under all other conditions.):

Employee's Comments and/or Response to Evaluation (Optional):

 is a great Addition to The Biology Department. s/he is very knowledgeable about her subject matter. Supports The Department and The mission of The College.

This evaluation has been presented and discussed with the undersigned employee. The employee's signature does not necessarily reflect agreement with the evaluation. Rather, it validates that the formal evaluation of this employee was conducted. If in disagreement with this evaluation, the employee should sign the form and then submit a written rebuttal to the Human Resources Director within 10 business days from the date below. The written rebuttal will be maintained in the employee's personnel file along with the formal evaluation results shared within this document.

Review

I agree with this evaluation.

I do not agree with this evaluation.



 Employee's Signature

5-3-07

 Today's Date



 Supervisor's Signature

5-3-07

 Today's Date

**LAWSON STATE COMMUNITY COLLEGE
INSTRUCTOR EVALUATION**

The *Instructor Evaluation* form is used to evaluate the employee's overall job performance, skill ability, and those personal qualities associated with job related responsibilities.

Procedure	<ol style="list-style-type: none"> Using the 4-point scale below, rate the employee under in each category listed. Review the results of the evaluation with the employee and provide a copy to the employee. Supervisors: Provide the Human Resources Office with this original form. Then, forward copies to your Area Dean and Vice President. You should also maintain a copy of this evaluation for your records.
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Employee: [Redacted] Date: May 3, 2007
 Supervisor: [Redacted] Unit: S-3-07

NOTE: The ratings below indicate the evaluator's ranking of the employee's use of the skills listed and personal qualities associated with job performance. The following five-point Likert scale applies:

	NA	Not applicable or not observed
LEVEL 1	Unsatisfactory (employee is <u>not</u> meeting his/her job expectations) — <u>requires comment</u>	
LEVEL 2	Needs Improvement (employee is <u>not meeting</u> his/her job expectations consistently)	
LEVEL 3	Satisfactory (employee <u>meets</u> job expectations on a consistent basis)	
LEVEL 4	Above Average (employee meets job expectations <u>above</u> the minimum standards)	

Category I: Instructional Duties/Responsibilities

- | | | | | | |
|---|----|---|---|---|---|
| 1. Supports the mission of the college | NA | 1 | 2 | 3 | 4 |
| 2. Establishes and works to achieve instructional goals and objectives that align with mission..... | NA | 1 | 2 | 3 | 4 |
| 3. Plans and delivers instruction that relates to subject matter..... | NA | 1 | 2 | 3 | 4 |
| 4. Provides a current syllabus and adheres to its contents..... | NA | 1 | 2 | 3 | 4 |
| 5. Reviews and/or updates materials, supplements and/or books annually | NA | 1 | 2 | 3 | 4 |
| 6. Maintains accurate student records (i.e., roll book, grade book, attendance records, etc.) | NA | 1 | 2 | 3 | 4 |
| 7. Submits accurate mid-term and final grade reports | NA | 1 | 2 | 3 | 4 |
| 8. Meets deadlines for submitting grades, attendance verification reports, etc. | NA | 1 | 2 | 3 | 4 |
| 9. Conducts class as scheduled and in accordance with established class times. | NA | 1 | 2 | 3 | 4 |
| 10. Advises students accurately and effectively based on degree plans & STARS. | NA | 1 | 2 | 3 | 4 |
| 11. Adheres to FERPA guidelines when handling student information..... | NA | 1 | 2 | 3 | 4 |
| 12. Actively participates in the pre-registration and registration process..... | NA | 1 | 2 | 3 | 4 |
| 13. Provides evidence that advising files are current and accurate..... | NA | 1 | 2 | 3 | 4 |
| 14. Is competent in the use of AS400 and Websuite | NA | 1 | 2 | 3 | 4 |
| 15. Sets and maintains office hours as posted on Locator cards and Work Load Verifications | NA | 1 | 2 | 3 | 4 |

Comments: _____

Category II: Instructional Effectiveness

- | | | | | | |
|---|----|---|---|---|---|
| 1. Uses a variety of instructional strategies to promote student-centered learning | NA | 1 | 2 | 3 | 4 |
| 2. Demonstrates effective teaching approaches in a laboratory setting | NA | 1 | 2 | 3 | 4 |
| 3. Provides evidence that student learning outcomes have been achieved (i.e., samples of student work, Exit exam results, portfolios, projects, student presentations, etc.)..... | NA | 1 | 2 | 3 | 4 |
| 4. Uses technology on a regular basis to enhance instruction..... | NA | 1 | 2 | 3 | 4 |
| 5. Remains current with changing technology as it relates to his/her teaching responsibilities..... | NA | 1 | 2 | 3 | 4 |
| 6. Demonstrates effective questioning techniques that encourage students to respond critically . | NA | 1 | 2 | 3 | 4 |
| 7. Creates an environment that promotes higher ordered thinking..... | NA | 1 | 2 | 3 | 4 |
| 8. Demonstrates an established rapport with students | NA | 1 | 2 | 3 | 4 |

Comments: _____

	NA	Not applicable or not observed
LEVEL	1	Unsatisfactory (employee is <u>not</u> meeting his/her job expectations) — requires comment
LEVEL	2	Needs Improvement (employee is <u>not meeting</u> his/her job expectations consistently)
LEVEL	3	Satisfactory (employee <u>meets</u> job expectations on a consistent basis)
LEVEL	4	Above Average (employee meets job expectations <u>above</u> the minimum standards)

Category III: Student Evaluation Results

*(Ratings for this section MUST be taken from the final results of the Student Course Evaluations).

For quick reference, question #'s from the course evaluation have been listed to the right (i.e., #10, #18, etc.)

1. Includes assignments that relate to course syllabus (#10)	NA	1	2	3	4
2. Meets classes regularly and punctually (#18)	NA	1	2	3	4
3. Instructor uses classroom time wisely (is organized) (#25)	NA	1	2	3	4
4. Instructor provides examples and illustrations that augment student learning (#26)	NA	1	2	3	4
5. Instructor challenges students to think critically (#14)	NA	1	2	3	4
6. Instructor is prompt in grading assignments and examinations (#22)	NA	1	2	3	4
7. Instructor established clear grading procedures (#8)	NA	1	2	3	4
8. Respects students and treats them courteously (#23)	NA	1	2	3	4
9. Is available during posted office hours and for appointments. (# 24)	NA	1	2	3	4
10. Overall rating of instructor (# 27)	NA	1	2	3	4

Category IV: Professional Communication Skills & Teamwork

1. Communicates with students, colleagues and others in a professional manner	NA	1	2	3	4
2. Writes and speaks in a clear and grammatically correct manner	NA	1	2	3	4
3. Displays a positive attitude in the workplace	NA	1	2	3	4
4. Shows respect and consideration for faculty, staff, students, administrators and visitors	NA	1	2	3	4
5. Is receptive to constructive criticism	NA	1	2	3	4
6. Works cooperatively in groups	NA	1	2	3	4
7. Is a positive, contributing team member	NA	1	2	3	4
8. Seeks to resolve conflicts in a positive manner	NA	1	2	3	4

Comments: _____

Category V: Personal Qualities Related to Job Performance & Essential Functions

1. Is self-motivated and displays initiative in carrying out job responsibilities	NA	1	2	3	4
2. Performs essential functions effectively	NA	1	2	3	4
3. Completes "other assigned" job-related tasks as required	NA	1	2	3	4
4. Submits departmental/administrative documents in a timely, professional manner	NA	1	2	3	4
5. Reports to work regularly and on time	NA	1	2	3	4
6. Follows proper procedures for reporting off and traveling	NA	1	2	3	4
7. Attends required college functions (i.e., graduation, award ceremonies, in-service, etc.)	NA	1	2	3	4
8. Adheres to school policies/procedures (i.e., Final Exam schedule, advising policies, etc.)	NA	1	2	3	4
9. Actively participates on assigned committees	NA	1	2	3	4
10. Participates in professional development activities	NA	1	2	3	4
11. Reaches professional goals	NA	1	2	3	4
12. Maintains current, appropriate certifications	NA	1	2	3	4
13. Checks and responds to email, voicemail and interoffice mail in a timely manner	NA	1	2	3	4

Comments: _____

Category VI: Safety

1. Knows the location of safety devices and manuals	NA	1	2	3	4
2. Knows the basic procedures to follow in the event of emergencies (fires, chemical spills and medical emergencies)	NA	1	2	3	4
3. Has a general awareness of the types of chemicals in use and the need for special precautions	NA	1	2	3	4
4. Has attended all mandatory safety training classes in the past year	NA	1	2	3	4
5. Keeps personal areas of responsibility (must include personal work area) clean and neat, and maintains good housekeeping of these areas	NA	1	2	3	4

Comments: _____

TABULATIONS Count the total of (1's, 2's, 3's, & 4's) under each column and record each total in the space provided. N/A's should NOT be tabulated.

$$\begin{array}{r} 1 \ 10 \ 4 \ 2 \\ \hline 1's \ 2's \ 3's \ 4's \end{array}$$

- Does the employee have TEN or more "1's"? Yes No
- Does the employee have TEN or more "2's"? Yes No
- When you combine the "1's" & "2's" together, is that number at TEN or more? Yes No

If you answered "YES" to any of the above questions, the employee MUST be scored at LEVEL "1" or LEVEL "2" and should be placed on a Supervised Strategic Improvement Plan. Final placement should be determined based on where the majority of 1's or 2's fell—the highest column determines the ranking. Complete the Overall Rating below.

If you answered "NO" to all the questions, rate the employee based on where the majority of his or her scores fell under LEVEL 3 or LEVEL 4.

Overall Rating

Rate the employee using your tabulation chart and applying the basic formula outlined above; then, CIRCLE the overall performance level below. **BE SURE TO DOUBLE-CHECK YOUR RESULTS.**

1	Unsatisfactory		Satisfactory	3
2	Needs Improvement		Above Average	4

Professional Development & Strategic Improvement Goals

- Did the employee meet his/her professional development obligation of 100 points? Yes No
- Did the employee meet his/her professional goals? Yes No
- Did the employee score at LEVEL 3 or higher on this year's evaluation? Yes No

If you answered "NO" to any question, select the supervisory action you would like to take.

_____ Since this is the first time this employee has scored below LEVEL 3, I wish to place the employee on a *Supervised Improvement Plan* for the upcoming school year.

_____ Since this is the second time this employee has scored below LEVEL 3, I wish to seek an administrative remedy. (Notify Area Dean and Associate Dean.)

_____ Since this is the first time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to place this employee on a *Supervised Improvement Plan* for the upcoming school year.

_____ Since this is the second time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to seek an administrative remedy. (Notify Area Dean and Associate Dean.)

List employee's upcoming professional goals—no more than 6, no less than 4:

1. To attend Workshops as they relate to Alcohol & Drugs
2. To develop an Associate program in Alcohol & Drug Abuse
3. To attend Workshops in the area of S. History
4. _____
5. _____
6. _____

Supervisor's Comments (Required, if you rated an employee at LEVEL "1" or "2." Optional under all other conditions.):

Employee's Comments and/or Response to Evaluation (Optional):

[Redacted] is a hardworking person who relates well with students, Faculty and Administrators. She's a dedicated coworker. I really like working with Mrs. McCullum based on her knowledge of the two-year college system.

This evaluation has been presented and discussed with the undersigned employee. The employee's signature does not necessarily reflect agreement with the evaluation. Rather, it validates that the formal evaluation of this employee was conducted. If in disagreement with this evaluation, the employee should sign the form and then submit a written rebuttal to the Human Resources Director within 10 business days from the date below. The written rebuttal will be maintained in the employee's personnel file along with the formal evaluation results shared within this document.

Review

I agree with this evaluation.

I do not agree with this evaluation.

[Redacted Signature]
Employee's Signature

5/3/07
Today's Date

[Redacted Signature]
Supervisor's Signature

5/3/07
Today's Date

**LAWSON STATE COMMUNITY COLLEGE
INSTRUCTOR EVALUATION**

CONFIDENTIAL

The *Instructor Evaluation* form is used to evaluate the employee's overall job performance, skill ability, and those personal qualities associated with job related responsibilities.

Procedure	1. Using the 4-point scale below, rate the employee under in each category listed.
	2. Review the results of the evaluation with the employee and provide a copy to the employee.
	3. Supervisors: Provide the Human Resources Office with this original form. Then, forward copies to your Area Dean and Vice President. You should also maintain a copy of this evaluation for your records.

Employee: _____ Date: 4-14-08
 Supervisor: _____ Unit: Natural sciences? Mathematics

NOTE: The ratings below indicate the evaluator's ranking of the employee's use of the skills listed and personal qualities associated with job performance. The following five-point Likert scale applies:

LEVEL 5	NA - Not applicable or not observed
LEVEL 4	Unsatisfactory (employee is not meeting his/her job expectations - requires comment)
LEVEL 3	Needs Improvement (employee is not meeting his/her job expectations consistently)
LEVEL 2	Satisfactory (employee meets job expectations on a consistent basis)
LEVEL 1	Above Average (employee meets job expectations above the minimum standards)

Category I: Instructional Duties/Responsibilities

- | | | | | | |
|---|----|---|---|---|---|
| 1. Supports the mission of the college | NA | 1 | 2 | 3 | 4 |
| 2. Establishes and works to achieve instructional goals and objectives that align with mission..... | NA | 1 | 2 | 3 | 4 |
| 3. Plans and delivers instruction that relates to subject matter..... | NA | 1 | 2 | 3 | 4 |
| 4. Provides a current syllabus and adheres to its contents..... | NA | 1 | 2 | 3 | 4 |
| 5. Reviews and/or updates materials, supplements and/or books annually | NA | 1 | 2 | 3 | 4 |
| 6. Maintains accurate student records (i.e., roll book, grade book, attendance records, etc.) | NA | 1 | 2 | 3 | 4 |
| 7. Submits accurate mid-term and final grade reports | NA | 1 | 2 | 3 | 4 |
| 8. Meets deadlines for submitting grades, attendance verification reports, etc. | NA | 1 | 2 | 3 | 4 |
| 9. Conducts class as scheduled and in accordance with established class times. | NA | 1 | 2 | 3 | 4 |
| 10. Advises students accurately and effectively based on degree plans & STARS. | NA | 1 | 2 | 3 | 4 |
| 11. Adheres to FERPA guidelines when handling student information..... | NA | 1 | 2 | 3 | 4 |
| 12. Actively participates in the pre-registration and registration process..... | NA | 1 | 2 | 3 | 4 |
| 13. Provides evidence that advising files are current and accurate | NA | 1 | 2 | 3 | 4 |
| 14. Is competent in the use of AS400 and Websuite | NA | 1 | 2 | 3 | 4 |
| 15. Sets and maintains office hours as posted on Locator cards and Work Load Verifications | NA | 1 | 2 | 3 | 4 |

Comments: _____

Category II: Instructional Effectiveness

- | | | | | | |
|---|----|---|---|---|---|
| 1. Uses a variety of instructional strategies to promote student-centered learning | NA | 1 | 2 | 3 | 4 |
| 2. Demonstrates effective teaching approaches in a laboratory setting | NA | 1 | 2 | 3 | 4 |
| 3. Provides evidence that student learning outcomes have been achieved (i.e., samples of student work, Exit exam results, portfolios, projects, student presentations, etc.)..... | NA | 1 | 2 | 3 | 4 |
| 4. Uses technology on a regular basis to enhance instruction..... | NA | 1 | 2 | 3 | 4 |
| 5. Remains current with changing technology as it relates to his/her teaching responsibilities..... | NA | 1 | 2 | 3 | 4 |
| 6. Demonstrates effective questioning techniques that encourage students to respond critically | NA | 1 | 2 | 3 | 4 |
| 7. Creates an environment that promotes higher ordered thinking..... | NA | 1 | 2 | 3 | 4 |
| 8. Demonstrates an established rapport with students | NA | 1 | 2 | 3 | 4 |

Comments: _____

	NA	Not applicable or not observed		
LEVEL	1	Unsatisfactory (employee is <u>not</u> meeting his/her job expectations) — requires comment		
LEVEL	2	Needs Improvement (employee is <u>not meeting</u> his/her job expectations consistently)		
LEVEL	3	Satisfactory (employee <u>meets</u> job expectations on a consistent basis)		
LEVEL	4	Above Average (employee meets job expectations above the minimum standards)		

Category III: Student Evaluation Results

*(Ratings for this section MUST be taken from the final results of the Student Course Evaluations).
 For quick reference, question #'s from the course evaluation have been listed to the right (i.e., #10, #18, etc.)

1. Includes assignments that relate to course syllabus (#10)	NA	1	2	3	4
2. Meets classes regularly and punctually (#18)	NA	1	2	3	4
3. Instructor uses classroom time wisely (is organized) (#25)	NA	1	2	3	4
4. Instructor provides examples and illustrations that augment student learning (#26)	NA	1	2	3	4
5. Instructor challenges students to think critically (#14)	NA	1	2	3	4
6. Instructor is prompt in grading assignments and examinations (#22)	NA	1	2	3	4
7. Instructor established clear grading procedures (#8)	NA	1	2	3	4
8. Respects students and treats them courteously (#23)	NA	1	2	3	4
9. Is available during posted office hours and for appointments. (# 24)	NA	1	2	3	4
10. Overall rating of instructor (# 27)	NA	1	2	3	4

Category IV: Professional Communication Skills & Teamwork

1. Communicates with students, colleagues and others in a professional manner	NA	1	2	3	4
2. Writes and speaks in a clear and grammatically correct manner	NA	1	2	3	4
3. Displays a positive attitude in the workplace	NA	1	2	3	4
4. Shows respect and consideration for faculty, staff, students, administrators and visitors	NA	1	2	3	4
5. Is receptive to constructive criticism	NA	1	2	3	4
6. Works cooperatively in groups	NA	1	2	3	4
7. Is a positive, contributing team member	NA	1	2	3	4
8. Seeks to resolve conflicts in a positive manner	NA	1	2	3	4

Comments: _____

Category V: Personal Qualities Related to Job Performance & Essential Functions

1. Is self-motivated and displays initiative in carrying out job responsibilities	NA	1	2	3	4
2. Performs essential functions effectively	NA	1	2	3	4
3. Completes "other assigned" job-related tasks as required	NA	1	2	3	4
4. Submits departmental/administrative documents in a timely, professional manner	NA	1	2	3	4
5. Reports to work regularly and on time	NA	1	2	3	4
6. Follows proper procedures for reporting off and traveling	NA	1	2	3	4
7. Attends required college functions (i.e., graduation, award ceremonies, in-service, etc.)	NA	1	2	3	4
8. Adheres to school policies/procedures (i.e., Final Exam schedule, advising policies, etc.)	NA	1	2	3	4
9. Actively participates on assigned committees	NA	1	2	3	4
10. Participates in professional development activities	NA	1	2	3	4
11. Reaches professional goals	NA	1	2	3	4
12. Maintains current, appropriate certifications	NA	1	2	3	4
13. Checks and responds to email, voicemail and interoffice mail in a timely manner	NA	1	2	3	4

Comments: _____

Category VI: Safety

1. Knows the location of safety devices and manuals	NA	2	3	4	
2. Knows the basic procedures to follow in the event of emergencies (fires, chemical spills and medical emergencies)	NA	1	2	3	4
3. Has a general awareness of the types of chemicals in use and the need for special precautions	NA	1	2	3	4
4. Has attended all mandatory safety training classes in the past year	NA	1	2	3	4
5. Keeps personal areas of responsibility (must include personal work area) clean and neat, and maintains good housekeeping of these areas	NA	1	2	3	4

Comments: _____

TABULATIONS Count the total of (1's, 2's, 3's, & 4's) under each column and record each total in the space provided. N/A's should NOT be tabulated.

1's 2's 3's 4's
 9 46

- Does the employee have TEN or more "1's"? Yes No
- Does the employee have TEN or more "2's"? Yes No
- When you combine the "1's" & "2's" together, is that number at TEN or more? Yes No

If you answered "YES" to any of the above questions, the employee MUST be scored at LEVEL "1" or LEVEL "2" and should be placed on a *Supervised Strategic Improvement Plan*. Final placement should be determined based on where the majority of 1's or 2's fell—the highest column determines the ranking. Complete the Overall Rating below.

If you answered "NO" to all the questions, rate the employee based on where the majority of his or her scores fell under LEVEL 3 or LEVEL 4.

Overall Rating

Rate the employee using your tabulation chart and applying the basic formula outlined above; then, CIRCLE the overall performance level below. **BE SURE TO DOUBLE-CHECK YOUR RESULTS.**

Unsatisfactory	Satisfactory	3
Needs Improvement	Above Average	4

Professional Development & Strategic Improvement Goals

- Did the employee meet his/her professional development obligation of 100 points? Yes No
- Did the employee meet his/her professional goals? Yes No
- Did the employee score at LEVEL 3 or higher on this year's evaluation? Yes No

If you answered "NO" to any question, select the supervisory action you would like to take:

Since this is the first time this employee has scored below LEVEL 3, I wish to place the employee on a *Supervised Improvement Plan* for the upcoming school year.

Since this is the second time this employee has scored below LEVEL 3, I wish to seek an administrative remedy. (North Area Dean and Associate Dean)

Since this is the first time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to place the employee on a *Supervised Improvement Plan* for the upcoming school year.

Since this is the second time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to seek an administrative remedy. (North Area Dean and Associate Dean)

List employee's upcoming professional goals—no more than 6, no less than 4:

1. Continue to work toward incorporating technology in the classroom.
2. attend professional development seminars in my related field
3. hosting a mathematics workshop for middle and high school teachers
4. working to incorporate blackboard lessons into the class
5. _____
6. _____

Supervisor's Comments (Required, if you rated an employee at LEVEL "1" or "2." Optional under all other conditions.):

Employee's Comments and/or Response to Evaluation (Optional):

_____ is a dedicated hardworking instructor who supports the mission of the Department and College. Ms. Martin is an excellent instructor who encourages her students to do their best at all times. Ms. Martin uses technology in the classroom. Ms. Martin is an excellent leader she works well with others

This evaluation has been presented and discussed with the undersigned employee. The employee's signature does not necessarily reflect agreement with the evaluation. Rather, it validates that the formal evaluation of this employee was conducted. If in disagreement with this evaluation, the employee should sign the form and then submit a written rebuttal to the Human Resources Director within 10 business days from the date below. The written rebuttal will be maintained in the employee's personnel file along with the formal evaluation results shared within this document.

I agree with this evaluation.

I do not agree with this evaluation.

 Employee's Signature

4-15-08
 Today's Date

 Supervisor's Signature

4-15-08
 Today's Date

Review

LAWSON STATE COMMUNITY COLLEGE
INSTRUCTOR EVALUATION

CONFIDENTIAL

The *Instructor Evaluation* form is used to evaluate the employee's overall job performance, skill ability, and those personal qualities associated with job related responsibilities.

Procedure

1. Using the 4-point scale below, rate the employee under in each category listed.
2. Review the results of the evaluation with the employee and provide a copy to the employee.
3. **Supervisors:** Provide the Human Resources Office with this original form. Then, forward copies to your Area Dean and Vice President. You should also maintain a copy of this evaluation for your records.

Employee: _____ Date: April 25, 2008
 Supervisor: _____ Unit: Developmental Programs

NOTE: The ratings below indicate the evaluator's ranking of the employee's use of the skills listed and personal qualities associated with job performance. The following five-point Likert scale applies:

- LEVEL 1: Un satisfactory (employee is not meeting his/her job expectations) — **requires comment**
- LEVEL 2: Needs Improvement (employee is not meeting his/her job expectations consistently)
- LEVEL 3: Satisfactory (employee meets job expectations on a consistent basis)
- LEVEL 4: Above Average (employee meets job expectations above the minimum standards)

Category I: Instructional Duties/Responsibilities

1. Supports the mission of the college.....	NA	1	2	3	4
2. Establishes and works to achieve instructional goals and objectives that align with mission.....	NA	1	2	3	4
3. Plans and delivers instruction that relates to subject matter	NA	1	2	3	4
4. Provides a current syllabus and adheres to its contents	NA	1	2	3	4
5. Reviews and/or updates materials, supplements and/or books annually	NA	1	2	3	4
6. Maintains accurate student records (i.e., roll book, grade book, attendance records, etc.).....	NA	1	2	3	4
7. Submits accurate mid-term and final grade reports	NA	1	2	3	4
8. Meets deadlines for submitting grades, attendance verification reports, etc.	NA	1	2	3	4
9. Conducts class as scheduled and in accordance with established class times.....	NA	1	2	3	4
10. Advises students accurately and effectively based on degree plans & STARS.....	NA	1	2	3	4
11. Adheres to FERPA guidelines when handling student information.....	NA	1	2	3	4
12. Actively participates in the pre-registration and registration process	NA	1	2	3	4
13. Provides evidence that advising files are current and accurate	NA	1	2	3	4
14. Is competent in the use of AS400 and Websuite	NA	1	2	3	4
15. Sets and maintains office hours as posted on Locator cards and Work Load Verifications	NA	1	2	3	4

Comments:

Category II: Instructional Effectiveness

1. Uses a variety of instructional strategies to promote student-centered learning.....	NA	1	2	3	4
2. Demonstrates effective teaching approaches in a laboratory setting.....	NA	1	2	3	4
3. Provides evidence that student learning outcomes have been achieved (i.e., samples of student work, Exit exam results, portfolios, projects, student presentations, etc.).....	NA	1	2	3	4
4. Uses technology on a regular basis to enhance instruction	NA	1	2	3	4
5. Remains current with changing technology as it relates to his/her teaching responsibilities	NA	1	2	3	4
6. Demonstrates effective questioning techniques that encourage students to respond critically ..	NA	1	2	3	4
7. Creates an environment that promotes higher ordered thinking	NA	1	2	3	4
8. Demonstrates an established rapport with students	NA	1	2	3	4

Comments: See comments on page 4.

NA	Not applicable or not observed				
LEVEL 1	Unsatisfactory (employee is not meeting his/her job expectations)	requires comment			
LEVEL 2	Needs Improvement (employee is not meeting his/her job expectations consistently)				
LEVEL 3	Satisfactory (employee meets job expectations on a consistent basis)				
LEVEL 4	Above Average (employee meets job expectations above the minimum standard)				

Category III: Student Evaluation Results

*(Ratings for this section MUST be taken from the final results of the Student Course Evaluations).

For quick reference, question #'s from the course evaluation have been listed to the right (i.e., #10, #18, etc.)

1. Includes assignments that relate to course syllabus (#10).....	NA	1	2	3	4
2. Meets classes regularly and punctually (#18)	NA	1	2	3	4
3. Instructor uses classroom time wisely (is organized) (#25).....	NA	1	2	3	4
4. Instructor provides examples and illustrations that augment student learning (#26)	NA	1	2	3	4
5. Instructor challenges students to think critically (#14).....	NA	1	2	3	4
6. Instructor is prompt in grading assignments and examinations (#22).....	NA	1	2	3	4
7. Instructor established clear grading procedures (#8)	NA	1	2	3	4
8. Respects students and treats them courteously (#23)	NA	1	2	3	4
9. Is available during posted office hours and for appointments. (# 24).....	NA	1	2	3	4
10. Overall rating of instructor (# 27)	NA	1	2	3	4

Category IV: Professional Communication Skills & Teamwork

1. Communicates with students, colleagues and others in a professional manner	NA	1	2	3	4
2. Writes and speaks in a clear and grammatically correct manner.....	NA	1	2	3	4
3. Displays a positive attitude in the workplace	NA	1	2	3	4
4. Shows respect and consideration for faculty, staff, students, administrators and visitors.....	NA	1	2	3	4
5. Is receptive to constructive criticism	NA	1	2	3	4
6. Works cooperatively in groups.....	NA	1	2	3	4
7. Is a positive, contributing team member.....	NA	1	2	3	4
8. Seeks to resolve conflicts in a positive manner.....	NA	1	2	3	4

Comments: _____

Category V: Personal Qualities Related to Job Performance & Essential Functions

1. Is self-motivated and displays initiative in carrying out job responsibilities	NA	1	2	3	4
2. Performs essential functions effectively	NA	1	2	3	4
3. Completes "other assigned" job-related tasks as required.....	NA	1	2	3	4
4. Submits departmental/administrative documents in a timely, professional manner.....	NA	1	2	3	4
5. Reports to work regularly and on time.....	NA	1	2	3	4
6. Follows proper procedures for reporting off and traveling.....	NA	1	2	3	4
7. Attends required college functions (i.e., graduation, award ceremonies, in-service, etc.)	NA	1	2	3	4
8. Adheres to school policies/procedures (i.e., Final Exam schedule, advising policies, etc.).....	NA	1	2	3	4
9. Actively participates on assigned committees	NA	1	2	3	4
10. Participates in professional development activities	NA	1	2	3	4
11. Reaches professional goals.....	NA	1	2	3	4
12. Maintains current, appropriate certifications.....	NA	1	2	3	4
13. Checks and responds to email, voicemail and interoffice mail in a timely manner	NA	1	2	3	4

Comments: _____

Category VI: Safety

1. Knows the location of safety devices and manuals	NA	1	2	3	4
2. Knows the basic procedures to follow in the event of emergencies (fires, chemical spills and medical emergencies)	NA	1	2	3	4
3. Has a general awareness of the types of chemicals in use and the need for special precautions	NA	1	2	3	4
4. Has attended all mandatory safety training classes in the past year	NA	1	2	3	4
5. Keeps personal areas of responsibility (must include personal work area) clean and neat, and maintains good housekeeping of these areas	NA	1	2	3	4

Comments: _____

TABULATIONS Count the total of (1's, 2's, 3's, & 4's) under each column and record each total in the space provided. N/A's should NOT be tabulated.

0
53
 1's 2's 3's 4's

- Does the employee have TEN or more "1's"? Yes No
- Does the employee have TEN or more "2's"? Yes No
- When you combine the "1's" & "2's" together, is that number at TEN or more? Yes No

If you answered "YES" to any of the above questions, the employee MUST be scored at LEVEL "1" or LEVEL "2" and should be placed on a *Supervised Strategic Improvement Plan*. Final placement should be determined based on where the majority of 1's or 2's fell—the highest column determines the ranking. Complete the Overall Rating below.

If you answered "NO" to all the questions, rate the employee based on where the majority of his or her scores fell under LEVEL 3 or LEVEL 4.

Overall Rating

Rate the employee using your tabulation chart and applying the basic formula outlined above; then, CIRCLE the overall performance level below. **BE SURE TO DOUBLE-CHECK YOUR RESULTS.**

	Unsatisfactory	Satisfactory	3
2	Needs Improvement	Above Average	4 +

Professional Development & Strategic Improvement Goals

- Did the employee meet his/her professional development obligation of 100 points? Yes No
- Did the employee meet his/her professional goals? Yes No
- Did the employee score at LEVEL 3 or higher on this year's evaluation? Yes No

If you answered "NO" to any question, select the supervisory action you would like to take.

____ Since this is the first time this employee has scored below LEVEL 3, I wish to place the employee on a *Supervised Improvement Plan* for the upcoming school year.

____ Since this is the second time this employee has scored below LEVEL 3, I wish to seek an administrative remedy. (Notify Area Dean and Associate Dean)

____ Since this is the first time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to place this employee on a *Supervised Improvement Plan* for the upcoming school year.

____ Since this is the second time this employee has not met his/her professional goals or did not meet his/her 100-point professional development obligation, I wish to seek an administrative remedy. (Notify Area Dean and Associate Dean)

List employee's upcoming professional goals—no more than 6, no less than 4:

1. Implement at two to three Tegrity sessions on Blackboard.
2. Research and investigate cutting-edge approaches in lab instruction (large group).
3. Attend at two professional development conferences or seminars.
4. Continue to administer and manage the Developmental Website.

Supervisor's Comments (Required, if you rated an employee at LEVEL "1" or "2." Optional under all other conditions.):

Dr. Monti is an excellent instructor who is extremely committed to the goals and mission of the college. Equally important, he is a progressive instructor who understands the intricate approach one has to take in advancing developmental English students to the next level. Dr. Monti is truly making a difference in the lives of our students and within our department. Indeed, Lawson State is fortunate to have Dr. Monti and we value him tremendously.

Employee's Comments and/or Response to Evaluation (Optional):

This evaluation has been presented and discussed with the undersigned employee. The employee's signature does not necessarily reflect agreement with the evaluation. Rather, it validates that the formal evaluation of this employee was conducted. If in disagreement with this evaluation, the employee should sign the form and then submit a written rebuttal to the Human Resources Director within 10 business days from the date below. The written rebuttal will be maintained in the employee's personnel file along with the formal evaluation results shared within this document.

I agree with this evaluation.

I do not agree with this evaluation.

Review



Employee's Signature

4-25-08

Today's Date



Supervisor's Signature

4-25-08

Today's Date