Annual Faculty Performance Planning & Evaluation Form 2024-2025

**Name:**  **S Number:**   **Title:**

**Department:**   **Supervisor’s Name:**

**Purpose**

The aim of Faculty evaluation is to assess performance, reward contributions to student success, and enhance the college community environment. The process serves as a communication tool between Pueblo Community College Faculty employees and their supervisors, fostering clarity on job responsibilities and performance expectations. It also aims to recognize outstanding performance, tie performance to pay, and facilitate Faculty progression from provisional to non- provisional status. Access the Faculty job description on the PCC Employee Portal.

### Goal Planning and Achievement

Meaningful goals drive improvements to teaching, learning, and the college culture. Faculty are encouraged to formulate goals adhering to the SMART (Specific, Measurable, Attainable, Relevant, Time-bound) criteria, with emphasis on relevance and measurability.

* **Faculty are required to develop three (3) goals, one (1) for each section area: Teaching and Learning, Service, and eLumen Assessment.** It is crucial that each of the 3 goals aligns with the Destination 2027 Strategic Plan, departmental objectives, or the Faculty member's teaching or service goals.
* **Additional achievements are highly encouraged**. Emphasize pertinent performance activities, engagement in college affairs, involvement in service initiatives, and any other achievements accomplished throughout the year. Ensure that all goals and additional achievements are substantiated with comprehensive details to showcase successful attainment.

### Fall Semester Planning – due the 4th week (September)

* Develop three (3) goals, outline a performance plan for each one that includes which College Strategic Plan Criterion Strategy or any alignment to System, Division, or Department objectives if applicable.
* Monitor any extra accomplishments throughout the year that may be incorporated in the overall performance assessment.
* Supervisors should discuss the expectations of the evaluation form with new employees within the first 30 days from the date of hire and ensure that plans and goals are set for the year.
* This Performance Plan is due to the Faculty’s Supervisor by the end of the 4th week of the Fall Semester.
* See the Annual Faculty Performance Planning and Evaluation Timeline for specific deadline dates.

### Spring Semester Achievement – due the 8th week (March)

* Faculty and Supervisor may convene within the initial 4 weeks of the Spring Semester to assess progress toward goals.
* Faculty members will record Performance Plan outcomes, goal achievements, and any additional accomplishments aligned with the College’s Strategic Plan, System, Division, or Department objectives.
* This Performance Plan is due to the Faculty’s Supervisor by the end of the 8th week of the Spring Semester.
* Based on this documentation, the supervisor will evaluate the Faculty's Performance using the Performance Ratings outlined in SP 3-31 11-2013, providing a rationale for the rating.
* Faculty will review the rating with the Supervisor and sign the form, indicating agreement or disagreement with the assessment. A second-level supervisor will review and sign the form.
* The form will then be forwarded to Human Resources for filing by May 1st.

# Section 1: Teaching and Learning

Establish one (1) goal that directly aligns with a category listed below in the Teaching and Learning section. The assessment of teaching will encompass student evaluations and direct observations conducted by supervisors, among other factors. Ensure that the goal and additional achievements are supported with detailed information to support Faculty performance.

***Utilize the Additional Achievements section to incorporate further attained categories and provide detailed information regarding each achievement.***

**Teaching and Learning Categories:**

1. **Class Structure and Organization:** continuous improvement of teaching and learning through evidence- based practices, reflection, innovation, and collaboration
2. **Discipline Expertise:** staying current with advancements in the field
3. **Currency in Teaching:** demonstrating proficiency in teaching methods, and providing comprehensive instructional material that stimulates critical thinking
4. **Student Engagement Activities:** empowering students to think critically and achieve academic, professional, personal goals, and providing recognition of student achievement
5. **Inclusive Learning Environments:** applying culturally responsive education in classroom instruction and curriculum
6. **Student Retention Strategies:** demonstrating equity and inclusion skills that are measurable, student- focused, and support equity in achieving learning outcomes

**Goal:** *Click or tap here to enter text.*

Aligned with: *Click or tap here to enter text.*

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

**Additional Achievements:** *Click or tap here to enter text.*

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

**Additional Achievements:** *Click or tap here to enter text.*

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

# Section 2: Service

Establish one (1) goal that directly aligns with a category listed below in the Service section. Service activities involve carrying out the college's mission and objectives beyond formal instruction such as: representing the college on local boards or commissions, delivering presentations within the community, acting as a liaison with local schools, or holding positions as elected, appointed members of local boards, or any additional service activity directly aligned with the College's Strategic Plan.

***Utilize the Additional Achievements section to incorporate further attained categories and provide detailed information regarding each achievement.***

### Service Categories:

1. Curriculum Coordination and Development
2. Advising of Students
3. Recruiting and Outreach
4. Administrative Assignments
5. Program or Department Leadership
6. Committee Membership
7. Attending, Sponsoring, or Participating in College Activities
8. Professional Development Training, Activities, Workshops, Conferences, etc.

**Goal:** *Click or tap here to enter text.*

Aligned with: *Click or tap here to enter text.*

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

**Additional Achievements:** *Click or tap here to enter text.*

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

**Additional Achievements:** Click or tap here to enter text.

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

# Section 3: eLumen Assessment

Assessment of student learning is required and involves completing at least one assessment per semester with a teaching assignment through the use of eLumen software and approved rubrics. Please refer to the Assessment resources for further information and instruction, <https://pueblocc.edu/Assessment>.

***Utilize the Additional Achievements section to incorporate further attained categories and provide detailed information regarding each achievement.***

**Goal: Assessment of Student Learning**

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

**Additional Achievements:** *Click or tap here to enter text.*

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

**MID-YEAR PLANNING AND UPDATES** (if applicable)

Date of Meeting:

Description: *Click or tap here to enter text.*

Supervisor Comments: *Click or tap here to enter text.*

## EVALUATION RESULTS

Check the box that applies to the evaluation rating. Please provide justification for the rating and comments regarding the Faculty’s strengths and areas for improvement.

[ ]  Needs Improvement [ ]  Commendable [ ]  Exemplary

Comments: (attach additional documentation as needed) *Click or tap here to enter text.*

## FACULTY SIGNATURE

I have received and read the above evaluation and I: [ ] Agree with the Results [ ]  Disagree with the Results

Faculty Signature: Date:

Comments: (attach additional documentation as needed) *Click or tap here to enter text.*

## REQUIRED SIGNATURES

First-level and second-level supervisors are considered as direct supervisors to the Faculty member.

First Level Supervisor Signature: Date:

Second Level Supervisor Signature: Date:

## APPEAL PROCEDURE

A Faculty member may appeal a formal evaluation report within 10 business days of receiving the evaluation. For more information, please see OP-P219.