Annual Faculty Performance Planning and Evaluation Form 2023-2024

**Name: Click or tap here to enter text. M.I.: Last Name:Click or tap here to enter text.**

**Position Number: Click or tap here to enter text. Title: Click or tap here to enter text.**

**Department: Click or tap here to enter text. Supervisor’s Name: Click or tap here to enter text.**

**PURPOSE**

The goal of faculty evaluation is to assess faculty performance and reward contribution to the success of students and improve the environment of the college community.

The performance planning and evaluation system for Pueblo Community College Faculty employees is a communication tool for the employee and supervisor. It is designed to promote better understanding between supervisors and employees about job responsibilities and performance expectations. It is also designed to reward excellence in job performance and directly link job performance to pay.

A copy of the faculty job description may be viewed on the PORTAL.

**PLANNING AND EVALUATION DIRECTIONS AND TIMELINE**

Meaningful goals drive improvements to teaching, learning, and the college culture. Faculty should develop goals using the SMART (Specific, Measurable, Attainable, Relevant, Time-bound) criteria with special attention toward the goal’s relevance and measurability.

Each goal should be aligned with the Destination 2027 Strategic Plan, department goals, or the faculty member's service and professional development goals.

**FALL SEMESTER**

* Faculty should fill out only those sections aligned with their three (3) yearly goals, outlining their Performance Plan for the year for both teaching [and service, within the first 4 weeks](http://www.pueblocc.edu/destination-27) of the Fall Semester.
* Faculty should check the goal box and announce which Imperative and Strategy each goal meets. Additional plans not listed but appropriate to the Faculty’s job description may be added.
* For new employees, supervisors should discuss the evaluation form within 30 days of date of hire and ensure that plans and goals are set for the year.
* Any Performance Plan section that fits within the College’s Strategic Plan, or with System, Division or Department goals may be indicated as a goal to be achieved during the academic year. Normally, three goals should be established.
* This Performance Plan should be reviewed with and approved by the Faculty’s Supervisor within the first 4 weeks of the Fall Semester.

**SPRING SEMESTER**

* The Faculty and Supervisor may meet in the first 4 weeks of the Spring Semester to review the Faculty’s progress. Additional information regarding progress should be added to complete the form.
* The Faculty and Supervisor will meet no earlier than six weeks prior to the final faculty contract day of the spring semester to discuss the Performance Plan Evaluation. Faculty will document the results of the Performance Plan.
* Using this documentation, the supervisor will give an evaluation of the Faculty’s Performance according to the Performance Ratings established in SP 3-31 11-2013. The Supervisor must document the rationale for the Rating.
* Faculty will review this Rating with the Supervisor and sign the form, either agreeing or disagreeing with the Rating.
* The Performance Plan Evaluation is due to the Human Resources office by May 1. Supervisors should keep a copy for their records.
* After review by the second level supervisor, the Performance Plan Evaluation will be forwarded to Human Resources for filing.

**SECTION 1: TEACHING GOALS**

In addition to this narrative, the evaluation of teaching will include, but is not limited to student evaluations and direct observation by supervisors.

**GOAL 1. Class structure and organization, including continuous improvement of teaching and learning through evidence-based practices, reflection, innovation, and collaboration.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 2. Command of subject matter and currency in the field through academic professional development.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 3. Demonstrated currency in teaching methodology, robust instructional content that is thought provoking, current and relevant.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 4. Professional and courteous interaction with students, including availability during office hours including Recognition of student achievement in or out of the classroom.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 5. Student engagement in the classroom that empowers learners to think critically and achieve academic, professional, and personal goals.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 6. Assessment of Student Learning and use of eLumen to report institutional data.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 7. Learning and applying culturally responsive education and inclusive learning environments into classroom instruction and curriculum.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 8. Incorporation of student retention strategies including demonstrating equity and inclusion skills that are measurable, student-focused, and support equity in achieving learning outcomes.**

Aligned with:

Description:

Supervisor Comments:

**ADDITIONAL GOAL(S):**

Aligned with:

Description:

Supervisor Comments:

**SECTION 2: SERVICE GOALS**

Service includes fulfilling the mission and goals of the college outside of the classroom. Components of service to be considered in the evaluation should be based on the faculty member’s job description, role, goals, and documented responsibilities. These may include but are not limited to the listed areas. Additional activities may include serving as the college representative on a local board or commission, making community or professional presentations, serving as a liaison to local schools, or serving as an elected or appointed member of local boards. Any service that is directly related to the College’s Strategic Plan may apply.

**GOAL 1. Curriculum coordination and development.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 2. Advising of students.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 3. Recruiting and outreach.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 4. Administrative assignments*.***

Aligned with:

Description:

Supervisor Comments:

**GOAL 5. Program or Department Leadership.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 6. Committee work, including system-wide committees.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 7. Sponsoring and/or participating in student activities.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 8. Attendance at College activities and events.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 9. Professional and courteous interaction with colleagues, staff, and community.**

Aligned with:

Description:

Supervisor Comments:

**GOAL 10. Professional development training, activities, workshops, conferences, etc.**

Aligned with:

Description:

Supervisor Comments:

**ADDITIONAL GOAL(S):**

Aligned with:

Description:

Supervisor Comments:

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

 Description:

 Date of Meeting:

 Supervisor Comments:

**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

Description:

**FACULTY SIGNATURE**

I have received and read the above evaluation and I:

[ ]  Agree with the Results [ ]  Disagree with the Results

Faculty Signature: Date:

Comments:

**REQUIRED SIGNATURES**

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.