

Bishop State Community College Instructor Performance Evaluation

Name:	Employee #:
Division:	Date:

Performance Objectives: Below standard for one or more of the Performance Objectives in the category; **Meets standard** for all criteria of the Performance Objectives in the category; **Exceeds the standard** for one or more criteria of the Performance Objectives in the category. Ratings of 1 require a Plan of Action (page 4).

Performance Objective For more information, see the definitions for each Performance Category on Pages 2 & 3	Exceeds Standard	Meets Standard	Below Standard	Not Applicable	Comments
Professional Expertise: Effectively organizes curricular components, Encourages student learning, Promotes the mission of the college					
Classroom Management: Promotes student retention, Conducts student assessments, Meets assigned classes					
Communication: Communicates with students effectively, Posts student assessment results in the LMS in a timely manner, Displays professional behavior					
Professionalism: Performs assigned duties, Displays professional behavior, Abides by established policies					
Administrative Effectiveness: Planning & Participation Contributes to course development, Supports college committees, Performs assigned duties, Develops/maintains industry partnerships, Works well with others					
Administrative Effectiveness: Student Services & Advising Assists with registration, Advises students, Maintains office hours, Supports recruiting					
Administrative Effectiveness: Reporting & Record Keeping Follows established policies, Maintains student records					
Professional Development: Attends required professional development, Maintains industry credentials, Uses new technologies					
Student Success Rate See attachment for details.					

Definitions for Performance Objective Categories for Bishop State Community College Instructor Evaluation

Professional Expertise – Consider student responses to questions 1, 3, 4, and 5 on the Course/Instructor Survey while evaluating this performance objective.

- Ensures that each program/class has an approved syllabus that contains essential curricular components including learning objectives, appropriate content, classroom management policies, and the required college policies. (Effectively organizes curricular components)
- Plans and organizes instruction in ways that maximize student learning through active learning activities, incorporating instructional technology when appropriate to meet diverse student needs. (Encourages student learning)
- Encourages student development of the College's core competencies. (Promotes the mission of the college)

Classroom Management – Consider student responses to questions 1-7 on the Course/Instructor Survey while evaluating this performance objective.

- Promotes student retention by maintaining a classroom environment conducive to learning, including demonstrating respect for students and engaging students in the content. (Promotes student retention)
- Schedules, supervises, debriefs, and evaluates students in clinical, internship, field experience, and similar settings as appropriate for the course/program. (Conducts student assessments)
- Ensures that assigned classes, including final exams, are held as scheduled; permission to deviate must be approved by the Academic Dean. (Performs assigned duties)

Communication – Consider student responses to questions 2, 8, and 9 on the Course/Instructor Survey while evaluating this performance objective.

- Keeps students informed and updated concerning course content, requirements, evaluation procedures and attendance requirements. (Communicates with students effectively)
- Grades assignments in a timely fashion and maintains up-to-date grades in the LMS so students are informed about their progress. (Posts student assessment results in the LMS in a timely manner)
- Is available to students via email, phone, or personal conferences. The method of contact and hours of availability is clearly communicated to students and supervisors each semester. (Communicates with students effectively)
- Demonstrates professional behavior with students, colleagues, and community. (Displays professional behavior)

Professionalism – Consider student responses to questions 2 and 7 on the Course/Instructor Survey while evaluating this performance objective.

- Coordinates, plans, organizes, and instructs courses online or in the day, evening, or weekend on any Bishop State Community College campus as assigned. (Performs assigned duties)
- Uses leave in accordance with established eligibility policy and does not misuse or abuse leave. (Follows established policies)
- Demonstrates professional and courteous communication skills during interaction with individuals when communicating in person, by telephone, by email, and other all other communications form. (Displays professional behavior)
- Treats students with respect, courtesy, and tact. (Displays professional behavior)
- Follows all federal, state, local, and programmatic policies. (Follows established policies)

Administrative Effectiveness (Planning & Participation)

- Contributes to the selection and development of appropriate instructional materials (including, but not limited to LMS development) in accordance with course objectives as required. (Contributes to course development)
- Serves on and provides information to college committees as needed. (Supports college committees)
- Participates in assigned events, to include graduation ceremonies, as required by the college. (Performs assigned duties)
- Develops and maintains business and industry partnerships including program advisory boards as appropriate. (Develops/maintains industry partnerships)
- Works effectively in a team environment. (Works well with others)
- Performs other duties as assigned by the appropriate Dean, Vice President, or President. (Performs assigned duties)

Administrative Effectiveness (Student Services/Advising)

- Assist with the registration process. (Assists with registration)
- Serve as an academic advisor and refer students to college services as needed while demonstrating sensitivity to student needs and circumstances. (Advises students)
- Posts and maintains office hours. (Maintains office hours)
- Supports the recruitment efforts of the college when appropriate. (Supports recruiting)

Administrative Effectiveness (Reporting/Record Keeping)

- Maintains accurate course/student records in accordance with FERPA regulations and submit grades and attendance records by established deadlines. (Follows established policies)
- Submits required reports/documents according to established deadlines to the appropriate college personnel, including attendance verifications, midterm and final grades, SLO reports, syllabi, work schedules, and others as requested. (Maintains student records)

Professional Development

- Attends all required professional development activities. (Attends required professional development)
- Maintains industry credentials as required. (Maintains credentials)
- Learns and uses new technologies and pedagogy to enhance teaching and the educational experience as appropriate. (Uses new technologies)

Bishop State Community College Instructor Performance Evaluation Plan of Action

Name:	Employee #:
Plan of Action must be completed within 3 months, unless a longer time period is agreed upon by the employee and supervisor.	Completion Date:

Check box to indicate no Action Plan is required.

Performance Objective	Plan of Action
List each Performance Objective Category or the specific Performance Objective for which the employee received a Rating of 1.	State the plan to bring the employee's behavior up to the minimum standards of acceptable performance for that Category.

If an Action Plan is required, employee will be evaluated the following term, not including summer.

Supervisor Signature

Date

Employee Signature

Date

Provide copies of full document to the following: Employee, Division Chair, Associate Dean, and Director of Human Resources