Arapahoe Community College

FACULTY PERFORMANCE

Name ________________________________ Evaluation Period _______________________

Division ______________________________ Department ___________________________

Instructions:
1. The Faculty Member and appropriate Dean/Director will meet at the beginning of the academic year but no later than September 30 to develop position specific goals and objectives to be used in evaluating performance in accordance with College Policy AP3-40 (Evaluation of Contractual Faculty) and complete the Faculty Performance Appraisal form.
2. Interim evaluations may be conducted at any point throughout the year to provide feedback on performance.
3. The annual evaluation will be completed and reviewed with the Faculty Member no later than April 15 of each year.
4. Student evaluations will be used in compliance with AP3-43 and AP3-40 in the evaluation of all faculty.

Rating Definitions:

E Exemplary
P Proficient
N Needs Improvement
U Unsatisfactory
(N/A) Not Applicable

Exceeds standards of proficient performance.
Meets expected standards while allowing for individual styles and differences.
Occasionally fails to meet expected standards or more activities.
Clearly demonstrates failure to meet expected standards. Inadequate performance may be due to lack of ability or lack of experience, or the result of inattention to carelessness.

No direct knowledge of the faculty performance in this area.

Instructional Effectiveness - (Value Range - 65% to 80%)

Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Un satisfactory</th>
<th>Needs Improvement</th>
<th>Proficient</th>
<th>Exemplary</th>
<th>Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>Curriculum/material development</td>
<td>U</td>
<td>N</td>
<td>P</td>
<td>E</td>
<td>N</td>
</tr>
<tr>
<td>Knowledge and presentation of materials</td>
<td>U</td>
<td>N</td>
<td>P</td>
<td>E</td>
<td>N</td>
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<tr>
<td>Evaluation of instructional materials</td>
<td>U</td>
<td>N</td>
<td>P</td>
<td>E</td>
<td>N</td>
</tr>
<tr>
<td>Professional ethics/conduct</td>
<td>U</td>
<td>N</td>
<td>P</td>
<td>*</td>
<td>N</td>
</tr>
<tr>
<td>Compliance with articles of AP3-40 (i.e., meeting classroom responsibilities, office hours, grades)</td>
<td>U</td>
<td>N</td>
<td>P</td>
<td>E</td>
<td>N</td>
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*Contractual obligation is equivalent to basic responsibilities.

Other Selected Criteria

Faculty Comments:

Evaluator Comments:
2. Service - College/Community - (Value Range - 5% to 20%)

Criteria

___ Academic advising

___ Departmental and institutional committees

Other Selected Criteria

Faculty Comments:

Evaluator Comments:
3. Professional Development - (Value Range - 5% to 20%)

Criteria

___ Attends Workshops/Conferences/Seminars

___ Coursework/Degrees Completed

___ Certification/Credentialing

___ Formal Recognition and Awards/Licensure

___ Research/Grant Proposals/Creative Works

Other Selected Criteria

Faculty Comments:

Evaluator Comments:
4. Administrative Duties - (Value Range - 0% to 10%)

**Criteria**

___ Compliance with duties and responsibilities as defined by job descriptions of Department Chair/Coordinators (AP 3-40)  

<table>
<thead>
<tr>
<th>Unsatisfactory</th>
<th>Needs Improvement</th>
<th>Proficient</th>
<th>Exemplary</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>U</td>
<td>N</td>
<td>P</td>
<td>E</td>
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**Other Selected Criteria**

**Faculty Comments:**

**Evaluator Comments:**
Overall Performance Evaluation

<table>
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<tr>
<th>Value</th>
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<th>N</th>
<th>P</th>
<th>E</th>
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<tbody>
<tr>
<td>Instructional Effectiveness</td>
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<td>Service - College/Community</td>
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<td>Professional Development</td>
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<td>Administrative Duties</td>
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Overall Rating:

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Faculty Comments:

Evaluator Comments:

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Faculty
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Date

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Dean/Director
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Date

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Vice President
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Date

Appeals: In the event a faculty member and supervisor or peer committee disagree upon a rating, the faculty member may appeal the overall rating to the Professional Practices Committee.

I appeal the above overall rating and understand that I must forward such appeal in writing to the Professional Practices Committee.

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Faculty Signature
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Date