



Community College System of New Hampshire Faculty Performance Evaluation Summary

Annual	<input type="checkbox"/>
Increment	<input type="checkbox"/>
Probationary	<input type="checkbox"/>
Other	<input type="checkbox"/>

Date: ____/____/____

Employee: (First) _____ (MI) _____ (Last) _____

Faculty Rank: _____ Academic Department: _____

Summary of Performance for (Start Date) ____/____/____ to (End Date) ____/____/____

Evaluator: (Name) _____ (Title) _____

INSTRUCTIONS

The Performance Summary Form is designed to describe a faculty's job related performance for a specified period of time. In preparing to assess performance, the evaluator (academic department chair or VP of Academic Affairs) should review the faculty's performance standards and goals set in the previous year's evaluation or professional growth plan, the faculty member's job description, the instructor's student course evaluations, and the information gathered through the classroom observations. Following a review of this information, the supervisor should then evaluate the faculty's performance for the designated review period.

Supervisors are responsible for clearly communicating their performance expectations so that employees understand how their job performance will be evaluated. At the beginning of the performance period, the supervisor and the faculty member should meet to review prior feedback as documented in student course evaluation and/or the classroom observation/evaluation, and to discuss the performance expectations specific to his/her academic position and/or academic department. In addition, during the performance period, communication between the faculty and academic department chair about the employee's job performance should occur on a regular basis, and the ratings provided in the performance summary should be reflective of this communication.

Supervisors are responsible for filling out all areas of the form completely and accurately. Read the explanation of each performance topic carefully and follow each step as outlined below.

- For each performance topic, please relate your comments to specific examples of performance to share with the faculty member when you meet with him or her. **Comments shall be included in the narrative section to highlight the employee's accomplishments and area(s) for improvement during the rating period.**
- Each evaluation shall contain a section summarizing the overall performance of the employee as either falling below expectations, meeting expectations, or exceeding expectations. The evaluator is required to complete a narrative summary explaining in detail how the evaluator arrived at the overall performance rating. If the employee's performance is rated below expectations, the evaluator shall also include comments and recommendations for improvement.
- Completed evaluations shall be forwarded to the supervisor of the evaluator (Vice-President of Academic Affairs or President) as determined by the organizational structure for review of the completed form and authorization, prior to any review or meeting with the employee. In compliance with NH RSA 21-I:42, XIII (i), evaluation reports shall be reviewed by the evaluator's supervisor, who shall concur or nonconcur in writing with the evaluation report. Completed performance reviews shall be authorized (signed) by the evaluator and the evaluator's supervisor prior to review with the employee.
- Arrange a face-to-face meeting to discuss the instructor's performance rating. This meeting should be conducted privately, without interruptions and allow enough time to assure that satisfactory communication has taken place. If improvement is required in any area(s), be sure to discuss an action plan that will help assure such improvement. This should include any additional training required, a schedule of periodic meetings to check progress as well as specific details about expected performance. It is required that you put

such details in writing and attach them to this form. At the end of the meeting, the employee should sign the form to acknowledge that the meeting took place. There is also room for the employee to write any comments.

- Attach the employee's current Supplemental Job Description, Class Specification and the Domestic Violence in the Workplace Policy. Review the documents with the employee, who should then sign the special acknowledgement at the end of the evaluation form.

PERFORMANCE LEVELS:

BELOW EXPECTATIONS: The employee must improve in the area in order to meet the supervisor’s expectations for satisfactory performance. It should always be accompanied by a plan for the employee and supervisor to work together to bring performance up to a satisfactory level in an appropriate amount of time. If performance is jeopardizing employment, the employee should also be given a letter of warning. Contact your Human Resources Office for further information.

MEETS EXPECTATIONS: The employee has met the requirements of the position. This does not relate to what the supervisor thinks the individual may be capable of, but rather it is specifically related to the way the individual performed the job duties or accountabilities of that position.

Performance Criteria

I. Teaching & Learning Effectiveness (Evaluation of the instructor’s overall teaching performance based on student course evaluations, academic department chair in-class evaluation, and supervisory observations).

Attached: Classroom Observation Form
 Student Evaluation Summaries

A. Course Planning and Organization – This category shall include an evaluation of the instructor’s planning, organizing, and scheduling of course material, and the effective use of class time.

Comments of the Evaluator: _____

B. Knowledge and Preparation – This category shall include an evaluation of the instructor’s knowledge of the subject area; his/her class preparedness; his/her presentation and explanation of facts and concepts from related fields; and integration of additional learning resources.

Comments of the Evaluator: _____

- C. Teaching Methods/Style – This category shall include an evaluation of the instructor’s presentation of course material which facilitates student learning; his/her ability to convey subject matter to others effectively and respond to student questions concisely and clearly; his/her ability to promote student participation; and his/her ability to cultivate and maintain a learning environment respectful of diversity and individual differences.

Comments of the Evaluator: _____

- D. Assessment/Facilitation of Learning Outcomes – This category shall include an evaluation of the instructor’s accomplishment of course objectives; his/her evaluation method(s) and accurate measurement of student performance and progress; his/her availability for student assistance outside of class; and his/her use of the assigned textbook and supplemental course materials.

Comments of the Evaluator: _____

II. Institutional Service – (Evaluation of the instructor’s performance in college and/or departmental activities, as assigned. Such activities may include, but are not restricted to, committee assignments; involvement in student clubs or organizations; participation in recruitment and retention activities; student advising; or curriculum/program development).

- A. List and describe activities, as assigned: _____

Comments of the Evaluator: _____

III. Community and Professional Development Activities – (Evaluation of the instructor’s performance in community and/or professional development activities as authorized by the college administration. Such activities may include, but are not restricted to, membership and participation in professional associations; attendance at professional workshops, conferences, etc.; involvement in community and/or industry organizations; or continuing education.)

- A. List and describe activities, as assigned: _____
- _____
- _____
- _____
- _____

IV. Professional Conduct – (Evaluation of the instructor’s conduct in the workplace. Such conduct may include, but is not limited to the following.)

1. **Communication Skills (Oral and Written):** Demonstrates ability to convey information verbally and in writing in a clear and concise manner and to communicate with peers, supervisors, students, and the public in an appropriate and effective manner.
2. **Cooperation/Teamwork:** Demonstrates an ability to work effectively with peers, supervisors, and students, to secure the cooperation of others, to contribute to operations of the college, and to adapt to new teaching or work methods.
3. **Problem Analysis/Judgment:** Demonstrates the capacity to handle difficult situations calmly and objectively, to develop appropriate solutions, to make recommendations for improvements, and to seek guidance when necessary.
4. **Enforcement of Standards:** Follows college policies and procedures and to maintain appropriate confidentiality pertaining to student records and issues.
5. **Decision Making:** Demonstrates an ability to make decisions, which are timely and responsible in light of available facts, circumstances, and applicable standards.
6. **Equity and Impartiality:** Demonstrates consistency and fairness in the exercise of authority associated with the teacher-student relationship and in the resolution of problems.
7. **Safety:** Maintains a safe and healthy work environment by observing safety procedures, maintaining equipment, and alerting management of potential hazards.
8. **Attendance/Punctuality:** Performs academic and college responsibilities and obligations as assigned and scheduled.
9. **Personal Appearance:** Maintains a personal appearance that is appropriate to the duties and responsibilities of the position.

Comments of the Evaluator: _____

OVERALL SUMMARY

Based on the above performance factor ratings, the instructor's overall performance for the period was:

Below expectations

Meets expectations

Exceeds expectations

STRENGTHS

AREAS OF IMPROVEMENT

RECOMMENDED ACTION

General comments by the supervisor (please make any additional comments job related and specific to job performance):

A meeting to discuss this performance summary with the employee was held on (date) ____/____/____.

EMPLOYEE COMMENTS

In compliance with NH RSA 21-I:42, XIII, (f) and (g), employees are entitled to participate in the evaluation process, to receive a copy of their evaluation, and to comment on their evaluations in writing, being assured that their comments will be made part of their permanent record.

Signatures (in chronological order):

(Evaluator/Department Head or VP of Academic Affairs) (Date)

(Supervisor of Evaluator/VP of Academic Affairs or President) (Date)
To be signed after immediate supervisor completes the review

DISCLAIMER STATEMENT: Signature indicates that the performance appraisal has been read and discussed with me. Signature does not necessarily indicate agreement or disagreement with the content of this appraisal.

(Employee) (Date)

ACKNOWLEDGEMENT STATEMENT: Signature indicates that I have received and reviewed copies of my Supplemental Job Description, the Class Specification for my assigned faculty rank and the Domestic Violence in the Workplace Policy.

(Employee) (Date)

When completed and fully signed, forward a copy to your Department's Human Resources Office. Performance Summary Forms must be completed and received in the Human Resources Office prior to anniversary/increment dates.