



This document contains Forms A, B, B-1, and C. The complete Evaluation Procedures can be found at: <http://www.suscc.edu/about-suscc/hronline-forms.cms>

It is strongly recommended that you download this form to your computer before starting. Once this form is on your computer you can open the form and start your evaluation. To help keep these forms organized please rename the form to include the name of the person being evaluated and the term (Ex, JohnSmithSp2017). All forms contained in this document are fillable.

Purpose:

In order to best determine and improve the College's success in meeting its Mission, evaluation of all faculty members of Southern Union will occur on an annual basis from August 1 to July 31. The purpose of the annual evaluation is to maintain high educational standards in all areas, monitor and improve instruction, and provide for professional growth that enhances learning.

The evaluation instrument should:

1. Provide an accurate, fair, and objective method for evaluation of all faculty members
2. Recognize the strengths of the individual faculty member with regards to knowledge and methodology.
3. Encourage professional development and educational growth that strengthens performance and enhances student learning.
4. Identify opportunities for individual faculty growth by providing a means of support and development of procedures or training in order to enhance student learning.
5. Recognize professional, educational, and community involvement by the faculty that enhances the College and its ability to serve the students and the community.
6. Allow faculty members to document their achievements, set goals, express concerns, and respond to their evaluation in a timely manner.
7. Provide a documented history of the faculty member's performance and managerial skills as they relate to the job description for that faculty member.
8. Reflect the evaluation process as a cooperative effort and an evolving process for the betterment of students, faculty, and the entire College.

Evaluation Criteria:

Meets Expectations: This rating indicates the person is meeting all of the required functions of the category being evaluated. This is the standard and **represents a positive evaluation.**

Needs Improvement: The employee is not meeting the standard required functions of the category being evaluated. This is below standard. **This rating requires a written explanation by the Evaluator.**

Exceeds Expectations: This rating shows exceptional achievement above and beyond the job description. **This rating requires a written explanation by the employee or Evaluator.**

Does Not Apply: Refers to a job, activity, or category that this individual is not expected to or required to accomplish, and is not part of the job description. This rating **does not** imply a negative rating.

FACULTY MEMBER:
YEAR:
DIVISION:
DEPARTMENT:

**Exceeds Expected Goals and Needs Improvement require documentation.*

Performance Categories	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Did Not Observe
Knowledgeable; teaches organized courses which meet course expectations and student needs.					
Demonstrates use of technology and resources to meet and improve student learning outcomes.					
Student oriented; works well with all students. Uses student evaluations to improve instruction and learning outcomes.					
Follows posted work schedule and assists students during office hours.					
Meets administrative responsibilities and requests in a timely, accurate, and professional manner.					
Demonstrates an ability to work well with colleagues and administrators contributing to a positive work environment.					
Participates in Professional Development. Shows achievement in professional and educational areas.					
Supports and is involved in institutional and community services.					
Meets or shows progress in meeting goals and objectives stated in the last evaluation					

EVALUATION OF INSTRUCTION FOR DISTANCE EDUCATION CLASSES

Performance Categories	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Did Not Observe
Maintains timelines, open and effective communications with students taking distance education classes.					
Knowledgeable; demonstrates ability to meet course content, lab activities if applicable, and outcomes of distance education courses.					
Adheres to institutional policies concerning course development, test security, assignments, and student information.					

EVALUATION OF CLINICAL/LABORATORY INSTRUCTION

Performance Categories	Meets Expected Goals	Needs Improvement	Exceeds Expectations	Does Not Apply	Did Not Observe
Demonstrates knowledge of lab activities, appropriate use and care of lab/clinical equipment during activities.					
Conducts safe and organized lab/clinical activities that meet the learning objectives and current safety standards for the students.					
Maintains a clean and organized lab/clinic environment including meeting responsibilities for maintenance of the lab/clinic, supplies, and equipment.					

This page may be applicable to only a few Instructors and may be omitted from individual evaluation if NONE OF THE ABOVE applies.

Evaluator Comments:

Faculty Comments:

ACKNOWLEDGEMENT

My signature below acknowledges that I have read and discussed my evaluation with my evaluator. My signature does not imply agreement with the evaluation. (Responses will be placed into the individual's personnel file.)

Faculty Acknowledgement: By checking this box and typing your name below you confirm that you have read the contents of this document

Faculty

Date

Evaluator

Date