**YC Performance Management**

**Regular Full-time Faculty Review Form**

* Directions: Please click in the grey areas to type. Do not use your tab key.

Employee Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Contract Type:

Continuing Contract, Limited Term, Provisional

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Academic Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form may also be used as the Employee Self Evaluation Form. Faculty are encouraged to provide specific examples/comments in appropriate sections throughout the form; they are not expected to provide ratings

**Performance Plan (Beginning of Year)**

Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Acknowledgment of receipt; does not necessarily imply agreement)

Program Director/Dean: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance Review (End of Year)**

Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Acknowledgment of receipt; does not necessarily imply agreement)

**Program Director/Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Section I: Goals (no more than five)

For each goal, include either a narrative description of goal progress/completion, or attach documentation demonstrating goal progress/completion. Goals may support:

1. The three areas of the Faculty Job Description, including Teaching, College/Community Service, and Professional Development (including the goal of completing peer classroom observation process; review and assess results, and develop and implement a course evaluation survey; review and assess results)
2. College Strategic Initiatives
3. Specific areas in which performance improvement is required

**The comments section should be used to validate how the performance standard has been met or should provide suggestions for improvement if rated not meeting expectations.**

**Rating: M – Meets or Exceeds Expectation N - Not Meeting Expectations**

|  |  |  |
| --- | --- | --- |
| **Goals:** | **Year-End Review Comments** | **Rating** |
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**Section II: Essential Job Functions/Duties & Expectations/Standards of Performance**

**The comments section should be used to validate how the performance standard has been met or should provide suggestions for improvement if rated not meeting expectations.**

**Rating: M - Meets or Exceeds ExpectationN - Not Meeting Expectations**

|  |  |
| --- | --- |
| **Essential Job Functions/Duties and Expectations/Standards of Performance:** | **Year-End Review Comments/Rating** |
| **Teaching**   * Meeting instructional load requirements. * Office hours maintained consistently. * Student evaluation of instruction administered. * SLOA reporting determined/completed and utilized to improve teaching. |  |
| **College/Community Service**   * Student advising. * Mentoring other faculty. * Satisfactory service on faculty/college committees. * Community outreach efforts/service projects |  |
| **Professional Growth**   * Includes: maintain an awareness of new instructional technology and advances in teaching and learning theory, and apply where appropriate; acquire new skills for program enhancement and development; attend and participate in professional development workshops. * Complete any Annual Training requirements, as directed by the College. * Complete applicable classroom observation (i.e. by instructional dean biennially for Continuing Contract/Limited Term) |  |
| **Competencies**   * Demonstrates professionalism and collegiality with all members of the campus community; is willing to work with and assist others to promote positive collaboration. * Interacts with students in an approachable, empathetic, and professional manner * Deals effectively with conflict. |  |

**Overall Faculty Performance**

* Directions: Double-Click in the check box and click “Checked”

# Considering information from all sections of the review as well as from the employee self-evaluation (as applicable), select the best description of the faculty’s performance during this review period.

**Meets or Exceeds Expectations:** Performance meets expectations, and at times, exceeds them. The faculty member has demonstrated competence in performing her or his job functions and achieving the goals/meeting the work priorities for the evaluation period. Salary advancement for the faculty member is recommended.

**Not Meeting Expectations:** Performance is below expectations, improvement required. The faculty member has not demonstrated competence in performing job functions and achieving the goals/meeting the work priorities for the evaluation period. Significant improvement is needed to become competent in performance. A performance improvement plan is required to address performance deficiencies. Salary advancement for the faculty member is not recommended.

**Faculty Year-End Comments (optional)**

Comments might include comments regarding barriers to good performance, recommendations for the organization, and career aspirations. Click in the [box] below to add your comments.