

**TWO-WAY PERFORMANCE EVALUATION**

NAME:                                                                                     POSITION TITLE                                           GS/STEP                     

Reason for evaluation  Annual Assessment Performance Period:                                           Department                     

Other:                      from m/y to m/y

Directions: Supervisor and employee will use this same form to evaluate the performance of the employee for the period indicated. Using the rating system below, supervisor and employee will each place their rating in the column provided. An additional column allows both individuals to reconcile rating through discussion of each item of performance. Responses to items on page 2 should reflect explanation of ratings and plan of action to reward and/or correct performance agreed upon. This form is not valid unless signed by both supervisor and employee.  
Legend: S=supervisor E=Employee A=Agreed reating upon discussion

**Rating:         5(Excellent)     4(above satisfactory)     3(satisfactory)     2(below satisfactory)     1(unsatisfactory)**

**PRODUCTIVITY**

**S           E           A**

- 1 QUALITY: Meets internal/external position requirements job objectives & responsibilities with minimum supervision.     \_\_\_\_\_
- 2 PRODUCIBILITY: Meets department goals reflecting overall objectives of ASCC during this time period.     \_\_\_\_\_
- 3 MEETING DEADLINES: Promptly completes assignments in order to meet quality and productivity goals.     \_\_\_\_\_
- 4 PLANNING AND ORGANIZATION: Develops and evaluates course of action with realistic objectives and time frame.     \_\_\_\_\_
- 5 CONTROL OF COSTS/BUDGETS: Works within budget and suggests cost-saving improvements.     \_\_\_\_\_
- 6 DECISION MAKING: Makes decisions and takes responsibility for them; avoids procrastinating.     \_\_\_\_\_
- 7 PROBLEM-SOLVING: Diagnoses problems quickly. Accurately recommends/implement effective solutions.     \_\_\_\_\_
- Documents analyses and results

**INTERACTIVE SKILLS**

- 8 ORAL COMMUNICATION: Maintains or enhances the self-esteem of others, listens and responds with empathy, transmits information clearly. Answers inquiries accurately and in a timely manner.     \_\_\_\_\_
- 9 WRITTEN COMMUNICATION: Produces concise, readable reports, memos, and so forth in a timely manner.     \_\_\_\_\_
- 10 TRAINING AND DEVELOPMENT: Improves job performance through training and seeks opportunities for growth through special assignments, individual initiative and expense.     \_\_\_\_\_
- 11 TEAM BUILDING: Stresses and develops cooperation among co-workers, ASCC employees and community.     \_\_\_\_\_
- 12 PROJECT LEADERSHIP: Gives clear directions, explains reason for decisions, solicits input from co-workers to maximize group capabilities.     \_\_\_\_\_

**ADDITIONAL RESPONSIBILITIES**

- 13 SAFETY EFFECTIVENESS: Maintains a clean, safe and accident-free work environment. Obeys all safety rules.     \_\_\_\_\_
- 14 ETHICAL CONDUCT: Promotes, supports, and adheres to all ASCC policies and business conduct guidelines.     \_\_\_\_\_
- 15 ATTENDANCE: Present at work on time every scheduled day and does not leave early without approval.     \_\_\_\_\_
- 16 PROFESSIONAL DEVELOPMENT: Strives to improve own level of competence, keeps abreast of new developments and continues educational pursuits.     \_\_\_\_\_
- 17 PERSONAL APPEARANCE: Dresses appropriately of type of work assignment and position at ASCC.     \_\_\_\_\_

EXPLANATION OF RATINGS: Provide specific behavioral examples of each strength or problem area.

ACTION PLANS FOR THE COMING PERIOD (BASED ON THIS REVIEW) TO CORRECT PROBLEM AREAS:

ACTION PLANS FOR THE COMING PERIOD TO MEET AGREED UPON PERSONAL AND ASCC OBJECTIVES

EMPLOYEE REVIEW:  
Please check (☐) the appropriate box below

- I am in agreement with the evaluation.
- I am in agreement with the evaluation with the exceptions noted below.
- I disagree with the evaluation as noted below.

COMMENTS:

SUPERVISOR REVIEW:  
Please check (☐) the appropriate box below

- I am in agreement with the evaluation.
- I am in agreement with the evaluation with the exceptions noted below.
- I disagree with the evaluation as noted below.

COMMENTS:

NEXT STEP INCREMENT: \_\_\_\_ YES \_\_\_\_ NO

SIGNATURES: \_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Employee Date

Reviewed by: \_\_\_\_\_  
Department Dean/Director Date

\_\_\_\_\_  
Director of Human Resources Date

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## FACULTY PERFORMANCE EVALUATION

ASCC Form HR4300.A (12/10)

Passed by the Board of Higher Education – February 2003

<b>Employee Name:</b>	<b>Type of Review:</b> <input type="checkbox"/> Informal <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Special
<b>Department:</b>	<b>Period of Review:</b> From:
<b>Job Title:</b> Faculty	<b>Last Review:</b> From:
<b>Include additional Duties and Responsibilities not included in Faculty Job Description:</b>	

**Directions:** Please indicate the rating points each element of the performance evaluation. When the evaluation is complete, a copy should be given to the faculty member. For each rating other than “Satisfactory” please make a comment(s) citing specific examples to justify the rating of “outstanding=10”, as for “needs improvement=3-1” include recommendations for improvement where appropriate. Use additional sheets whenever necessary.

Faculty is evaluated on four major areas: “Responsibility to Instruction, Responsibility to Students, Responsibility to Instruction/Community, and Responsibility to Professional Development,” after entering the rating points, add all points and indicate the average score. This score will determine the overall rating for that specific area. When all areas average scores are finalized, it will determine the overall rating for the faculty in the current evaluation period.

**Legend:** O=outstanding, S=satisfactory, NI=needs improvement, NA=not applicable

**Rating Points:** O = (10, 9, 8, 7), S = (6, 5, 4), NI = (3, 2, 1)

**1. RESPONSIBILITY TO INSTRUCTION** – the degree to which the faculty prepares the course syllabus; maintaining an accurate grading system, teaching qualification, and a high level of professionalism, and including presentation and teaching methods in the classroom.

### A. Instructional Preparation

O	S	NI	NA	Description
				Provides a complete course syllabus for Dept. Chair and students in a timely manner.
				Provides syllabus and information per ASCC’s Philosophy and Mission.
				Prepares for class including student materials.
				Prepares and teaches all classes assigned to them.

### B. Instructor Keeps an Accurate Grading System

O	S	NI	NA	Description
				Keeps accurate record of student grades.
				Maintains attendance records.
				Is fair, non-biased in their grading.
				Corrects papers and returns them to the students immediately.
				Grades are based on knowledge and behavior. (participation)

### C. Faculty Qualifications Must be Maintained

O	S	NI	NA	Description
				Has the minimal qualifications required to teach in his/her content.
				Teaches a variety of course that are related to his/her field of study.

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## D. Faculty Maintains a High Level of Professionalism

O	S	NI	NA	Description
				Demonstrate a high level of regard for the institution.
				Sets an example by being punctual and prepared for class.
				Dresses professionally.
				Manages the class with positive leadership skills.
				Treats all students fairly and with respect.

## A. Classroom Presentation & Teaching Methods

O	S	NI	NA	Description
				Employs a variety of "teaching methods".
				Encourages critical thinking.
				Applies instruction & activities to real life situations when possible.
				Motivates students to learn.

**Area Overall Rating:** \_\_\_\_\_ **Overall Responsibility to Instruction**  
**Comments:**

**2. RESPONSIBILITY TO STUDENTS** – is how he/she supports his students in developing positive relationships, advising them both in the academic and personal conduct, and being available when the students need assistance.

### A. Agent of Change

O	S	NI	NA	Description
				Supportive of students in their activities.
				Develops rapport with students.
				Fosters positive relationships among faculty members.
				Refers to other agencies for additional resources.
				Advocate for students.
				Available for student during office hours.
				Promotes tutorials.
				Provides written documentation when asked.

### B. Academic Advising

O	S	NI	NA	Description
				Provides academic advising for students.
				Helps students develop an academic or vocational interest.
				Educates students to an Individual Degree Plan.
				Advises students in completing their program.
				Assists students in developing a future college career plan.

### C. Personal Advising

O	S	NI	NA	Description
				Provides advising on time management, goal setting and social, family issues.
				Sees student's human beings and respects them as such.
				Makes time to listen to students.

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				Helps students make right decisions.
				Makes referrals to proper agencies for substance abuse and health or social problems.

### D. Availability to Students

O	S	NI	NA	Description
				Maintains regular office hours.
				Maintains an open door policy.
				Helps to sponsor student activities.
				Serves as a club advisor for a student club or organization.

**Area Overall Rating:** \_\_\_\_\_

**Comments:**

**3. RESPONSIBILITY TO INSTITUTION & COMMUNITY** – the degree in which a faculty is involved with college wide and community activities such as: seminars, workshops, recruitment, programs, and meetings, including personal conduct while involved in these activities.

### A. Responsibility to Institution

O	S	NI	NA	Description
				Participates as an active member of ASCC committees.
				Participates in student recruitment programs.
				Conducts workshops and seminars for faculty and staff.
				Host guest speakers, concerts and events.
				Attends and participates in faculty meetings.

### B. Responsibility to Community

O	S	NI	NA	Description
				Conducts ones-self in a professional manner at all times.
				Participates in community activities.
				Provides community programs.
				Promotes workshops and seminars for the community.
				Participates in curriculum and academic development with the community.

**Area Overall Rating:** \_\_\_\_\_

**Comments:**

**4. RESPONSIBILITY TO PROFESSIONAL DEVELOPMENT** – the level in which the faculty member stays abreast with their professional field, and involvement in various professional development activities, including submitting documents to maintain a current professional portfolio:

### A. Professional Growth and Development

O	S	NI	NA	Description
				Participates in professional development activities.

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				Remains current in their professional field.
				Maintains a positive and cooperative working relationship with others at the college.
				Develops an annual Professional Development Plan (PDP) and engages in the activities outlined in the plan.
				Applies ideas/methods learned during workshops and other professional development activities.
				Submits a professional portfolio (see Personnel policy #320 for more information)

**Area Overall Rating:** \_\_\_\_\_

**Comments:**

**Overall Performance Evaluation Rating:** \_\_\_\_\_

**Increment Approved:**  Yes  No

**Contract Renewal:**  Yes  No

**Signatures:**

_____ Faculty Member /Date	_____ Academic Department Chair/Date
_____ Dean/Director of the Division/Date __ Academic Affairs __ ITT __ CNR __ 4 Year Teacher Ed	_____ Director, Human Resources /Date
_____ Chief Financial Officer/Date (Availability of Funding – Increment)	_____ Vice President Academic and Student Affairs/Date

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Date: