

# American Samoa Community College

## FACULTY PERFORMANCE EVALUATION

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>
<b>Job Title:</b>	<b>Last Review:</b>
<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.
				Develops, implements, and assesses Student Learning Outcomes (SLOs) for each course taught.
				Uses data collected from course taught on SLOs to share with department and other college stakeholders, and provides recommendations for improvement on student learning.

### 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.

1 | Employee:

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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 Educational Plan.
				Advises students in completing their program.
				Assists students in developing a future college career plan.

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## 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.
				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.																		
				Participates as an active member in the Student learning outcome (SLO) review process																		
				Participates in the different levels of student learning outcome review, <b>program review, and student assessment:</b> (Please indicate as appropriate)																		
				<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">a) Department/Course learning outcome review</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/> Yes</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>b) General Education learning outcome review</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>c) Program Learning outcome review</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>d) <b>Institutional and/or Divisional/Department Program Review</b></td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>e) <b>Student Assessment review process</b></td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td>f) None of the above</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> </table>	a) Department/Course learning outcome review	<input type="checkbox"/> Yes	<input type="checkbox"/> No	b) General Education learning outcome review	<input type="checkbox"/> Yes	<input type="checkbox"/> No	c) Program Learning outcome review	<input type="checkbox"/> Yes	<input type="checkbox"/> No	d) <b>Institutional and/or Divisional/Department Program Review</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	e) <b>Student Assessment review process</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	f) None of the above	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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## B. Responsibility to Community

O	S	NI	NA	Description
				Conducts ones-self in a professional manner at all times.
				Participates in community activities.

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				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.
				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

**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 __ TTD __ CNR __ 4 Year Teacher Ed	_____ Director, Human Resources /Date
_____ Chief Financial Officer/Date (Availability of Funding – Increment)	_____ Vice President Academic and Student Affairs/Date