

**Appendix C: BEVILL STATE COMMUNITY COLLEGE**  
***Annual Performance Evaluation for Faculty***

Employee: \_\_\_\_\_ Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Campus: \_\_\_\_\_

The purpose of this evaluation is to establish a constructive medium through which faculty performance of assigned duties and responsibilities can be reviewed to determine areas of strength and weakness. Additionally, the instrument should be utilized to propose a course of action which will continue to promote the highest performance standards.

*Directions: Place a checkmark for each applicable statement in the appropriate rating column.*

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
<b>1. Job Knowledge</b>				
• Teaches organized, well-developed courses which met student needs. <b>CO</b>				
• Provides appropriate academic and/or vocational advising to students. <b>PDIII.</b>				
• Continues to progress in current position by utilizing a variety of professional development methods.				
• Teaches organized, well-developed IITS courses which met student needs ( <b>CO &amp; Stud Eval</b> ).				
• Teaches organized, well-developed Blackboard courses which met student needs ( <b>BP, CO, &amp; Stud Eval</b> ).				
Describe specific examples:				
<b>2. Efficiency and Effectiveness of Work</b>				
• Performs duties as listed in job description.				
• Meets timelines.				
• Attends work regularly and punctually.				
• Is accessible to students for academic assistance. <b>CO PD IV</b>				
• Completes required paperwork in an accurate and timely manner.				
Describe specific examples:				
<b>3. Working Relationships</b>				

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
<ul style="list-style-type: none"> <li>Recognizes, supports and respects others.</li> </ul>				
<ul style="list-style-type: none"> <li>Interacts with public in a positive manner.</li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrates ability to work well with colleagues. <b>PD IV</b></li> </ul>				
<ul style="list-style-type: none"> <li>Demonstrates ability to work well with administration <b>PD IV.</b></li> </ul>				
<ul style="list-style-type: none"> <li>Maintains confidentiality of program, staff, and student issues as required.</li> </ul>				
Describe specific examples:				
<b>4. Initiative/Work Attitudes</b>				
<ul style="list-style-type: none"> <li>Attends academic and extracurricular campus functions. <b>PD VIB</b></li> </ul>				
<ul style="list-style-type: none"> <li>Serves on assigned campus-based and college-wide committees. <b>PD VIA</b></li> </ul>				
<ul style="list-style-type: none"> <li>Participates in institutional planning process. <b>PDVIA</b></li> </ul>				
<ul style="list-style-type: none"> <li>Assists with recruiting for the College. <b>PDIII</b></li> </ul>				
<ul style="list-style-type: none"> <li>Participates in community service activities and/or organizations. <b>PD ID</b></li> </ul>				
<ul style="list-style-type: none"> <li>Participates in appropriate professional development activities. <b>PD V</b></li> </ul>				
<ul style="list-style-type: none"> <li>Accepts change/innovation willingly.</li> </ul>				
<ul style="list-style-type: none"> <li>Exercises sound judgment in decision-making.</li> </ul>				
<ul style="list-style-type: none"> <li>Responds positively to constructive criticism.</li> </ul>				
<ul style="list-style-type: none"> <li>Maintains appropriate attendance.</li> </ul>				
<ul style="list-style-type: none"> <li>Strives for self-improvement.</li> </ul>				
Describe specific examples:				
<b>5. Communication</b>				
<ul style="list-style-type: none"> <li>Ensures that oral and written communications are</li> </ul>				

Item for Analysis	Exceeds Expected Standards	Meets Expected Standards	Does Not Meet Standards	Does Not Apply
complete, clear, and understandable.				
<ul style="list-style-type: none"> <li>Exchanges necessary information with all appropriate personnel.</li> </ul>				
<ul style="list-style-type: none"> <li>Exchanges information and keeps appropriate supervisor(s) informed.</li> </ul>				
<ul style="list-style-type: none"> <li>Communicates effectively with others. <b>PD IV</b></li> </ul>				
Describe specific examples:				
<b>6. Professionalism</b>				
<ul style="list-style-type: none"> <li>Knows and adheres to the policies, rules, and regulations as stated in all BSCC publications.</li> </ul>				
<ul style="list-style-type: none"> <li>Exhibits behaviors that indicate commitment to the students, co-workers, and community of BSCC.</li> </ul>				
<ul style="list-style-type: none"> <li>Conveys professional image. <b>CO</b></li> </ul>				
Describe specific examples:				
<b>8. Improvements based on previous recommendations.</b>				

**Evaluator Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objectives to be accomplished by next evaluation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Evaluator Signature:** This evaluation is based on the employee's performance during the current program year. This evaluation has been discussed with the employee.

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

**Faculty Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objectives to be accomplished by next evaluation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signing this form verifies that the evaluation has been discussed with you and that you have received a copy. It does not mean that you agree with its contents.

\_\_\_\_\_  
Faculty's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Associate Dean - College-wide Associate Dean

\_\_\_\_\_  
Date