

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
1. Job Knowledge				
• Teaches organized, well-developed courses which met student needs. CO				
• Provides appropriate academic and/or vocational advising to students. PDIII.				
• Continues to progress in current position by utilizing a variety of professional development methods.				
• Teaches organized, well-developed IITS courses which met student needs (CO & Stud Eval).				
• Teaches organized, well-developed Blackboard courses which met student needs (BP, CO, & Stud Eval).				
Describe specific examples:				
2. Efficiency and Effectiveness of Work				
• Performs duties as listed in job description.				
• Meets timelines.				
• Attends work regularly and punctually.				
• Is accessible to students for academic assistance. CO PD IV				
• Completes required paperwork in an accurate and timely manner.				
Describe specific examples:				
3. Working Relationships				

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

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"> Exchanges necessary information with all appropriate personnel. 				
<ul style="list-style-type: none"> Exchanges information and keeps appropriate supervisor(s) informed. 				
<ul style="list-style-type: none"> Communicates effectively with others. PD IV 				
Describe specific examples:				
6. Professionalism				
<ul style="list-style-type: none"> Knows and adheres to the policies, rules, and regulations as stated in all BSCC publications. 				
<ul style="list-style-type: none"> Exhibits behaviors that indicate commitment to the students, co-workers, and community of BSCC. 				
<ul style="list-style-type: none"> Conveys professional image. CO 				
Describe specific examples:				
8. Improvements based on previous recommendations.				

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 Dean - College-Wide Dean

Date