



ATTACHMENT A
Instructional Performance Appraisal

Instructor Name: _____

Supervisor Name: _____

Period Covered: From _____ To _____

Discipline: _____

Division/Department: _____

Campus: Belle Glade Boca Raton Lake Worth Palm Beach Gardens

Part 1: Faculty Self-Assessment
(To be completed by the faculty member)

Using word processing software, please answer the following questions regarding your accomplishments since the last assessment. Faculty members are encouraged to take more room than indicated by expanding the boxes or adding attachments.

1. Describe the kind and quality of interaction with students that resulted in successful student learning. Describe the experiences since the last assessment that have either reinforced that interaction or ~~lead-led~~ to changes.

2a. Related to your profession and ~~to your~~ position here at PBCC, describe what you have learned since the last appraisal, how you learned it (books, journals, conferences, etc.), and the result of that learning in terms of student learning assessment and outcomes.

2b. ~~After your written response, make a list of~~ any influential books or journals read, papers presented, research conducted, degrees/certificates ~~/earned~~, degrees/certificates/licenses maintained and/or earned, and improved student centered use of technology since the last assessment.

3a. In what ways did your service to the community ~~since your last appraisal~~ make a difference to student life and learning?

3b. ~~After your response, make a list of~~ student, cluster, college and/or local community activities engaged in since the last assessment since the last appraisal.

Part 2: Plan for the Next Appraisal Period

(To be completed by the faculty member)

With ~~any~~ insight from your past appraisal period, and with the ~~aid of any student, peer, and supervisor~~ aid of student and supervisor assessments, and/or peer feedback assessments, please answer the following questions. ~~Again,~~ Faculty members are encouraged to take more room than indicated by expanding the boxes or adding attachments.

1. Describe your new and/or continuing plans to enhance student learning during the next appraisal period.

2. Describe your new and/or continuing plans for professional development activities for the next appraisal period

3. Describe your new and/or continuing plans for community service to students, cluster, the college, and/or the local community for the next appraisal period. ~~Department chairs, please list planned activities appropriate to your departmental responsibilities.~~

Part 3: Supervisor Assessment

(To be completed by the instructor's immediate supervisor)

A. Appraisal of Instructor Performance

Please use the following terms to record your observations of the instructor's job performance for the appraisal period: Meets Expectations, Needs Improvement, Unsatisfactory, ~~or Not Observed~~. These categories are defined as follows:

Meets Expectations: Achieves professional performance standard in this area. (Exceptional contributions are documented in section B-2 below)

Needs Improvement: Marginally below performance standard in this area. Improvement is expected.

Unsatisfactory: Substantially below performance standard in this area. Improvement is necessary.

Areas marked "Needs Improvement" and "Unsatisfactory" are explained below in Section B3.

1. Demonstrates~~ed~~ appropriate content knowledge in the field of instruction.
 Meets Expectations Needs Improvement Unsatisfactory
2. Demonstrates the appropriate and effective instructional skills and techniques.
 Meets Expectations Needs Improvement Unsatisfactory
3. Employ~~ed~~ appropriate methods of student assessment.
 Meets Expectations Needs Improvement Unsatisfactory
4. Provides complete syllabus in agreement with college guidelines, which clearly describes the course objectives and grading policy.
 Meets Expectations Needs Improvement Unsatisfactory
5. Attend~~ed~~ all scheduled classes except when on approved leave.
 Meets Expectations Needs Improvement Unsatisfactory
6. Participate~~ed~~ in professional growth and development activities.
 Meets Expectations Needs Improvement Unsatisfactory
7. Maintain~~ed~~ subject matter knowledge through reading and/or research.
 Meets Expectations Needs Improvement Unsatisfactory
8. Participate~~ed~~ in activities, committees and organizations that served the college and/or community.
 Meets Expectations Needs Improvement Unsatisfactory
9. Provide~~ed~~ services to students outside of the classroom.
 Meets Expectations Needs Improvement Unsatisfactory
10. Participate~~ed~~ in the activities of the assigned academic cluster.
 Meets Expectations Needs Improvement Unsatisfactory

Part 4: Performance Appraisal Interview

The Instructional Performance Appraisal was reviewed and discussed at an interview attended by the instructor and supervisor. This interview was held on _____
Date

- Recommended for continued employment.
- Recommended for continued employment and eligibility for a continuing contract
- Recommended for continued employment and advancement in rank. (Supportive information must be attached.)
- Not recommended for continued employment.

Supervisor Signature

Date

Instructor Signature

Date

Note: Instructor signature does not necessarily indicate agreement with the performance appraisal results. The signature indicates that the appraisal was discussed with the instructor.

Part 5: Instructor Comments (Optional)

(To be completed by the instructor)

The instructor may make any comments relevant to the performance appraisal within (14) working days after the Performance Appraisal Interview. Comments may be typed below or submitted on a separate sheet(s) and submitted to the supervisor. All instructor comments will be attached to this Instructional Performance Appraisal form, and placed in the instructor's personnel file.

Instructor Comments (optional)