

THE SISSETON WAHPETON COLLEGE ANNUAL FACULTY PERFORMANCE EVALUATION

EMPLOYEE NAME:

JOB TITLE:

DEPARTMENT:

PERIOD OF EVALUATION: From:

To:

TIME IN CURRENT POSITION:

TIME WITH THE COLLEGE:

PART I - INSTRUCTIONS TO RATER

Listed below are five performance factors and instruction techniques that are important in the performance of the employee's job. Performance factors and behavioral traits must be utilized for all employees. **NOTE: A rating of Unacceptable (1) needs Improvement (2) or Superior (5) requires comments.** The "overall performance" evaluation should reflect the employee's total performance, including the performance factors as related to the employee's responsibilities and duties as set forth in the job description and behavioral traits.

DISTRIBUTION INSTRUCTIONS	<ol style="list-style-type: none"> 1. Return the original form to the Human Resources. 2. Maintain one copy for your departmental records. 3. Distribute one copy to the employee
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MARKING INSTRUCTIONS	<ol style="list-style-type: none"> 1. The supervisor should indicate the employee's performance by using check box next to the appropriate level of performance.
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The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

- 1 = UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- 2 = NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

PART II - INSTRUCTIONAL TECHNIQUE BEING USED: circle those that apply

Lecture class discussion small group activities
Individual student assistance Interactive activity Internet
Audio/Visual Web-enhanced

1. Organization of lesson plan: (Organized progression from each activity to the next)

Unacceptable Superior
 1 2 3 4 5

Comments:

2. Use of class time: (Punctuality and use of class time)

Unacceptable Superior
 1 2 3 4 5

Comments:

3. Classroom management (control of classroom environment)

Unacceptable Superior
 1 2 3 4 5

Comments:

4. Subject matter expertise: (Mastery of and currency in subject matter)

Unacceptable Superior
 1 2 3 4 5

Comments:

5. Teaching Methodologies: (Pedagogy/Adragogy) (Mastery of teaching skills & strategies)

Unacceptable Superior
 1 2 3 4 5

Comments:

6. Presentation and Delivery: (Awareness of demeanor, vocabulary and articulation)

Unacceptable Superior
 1 2 3 4 5

Comments:

7. Student Involvement: (Evidence of active engagement & participation by students)

Unacceptable Superior
 1 2 3 4 5

Comments:

8. Learning Involvement: (Creates an environment conducive to learning)

Unacceptable Superior
 1 2 3 4 5

Comments:

9. Rapport: (Evidence of mutual respect & professionalism)

Unacceptable Superior
 1 2 3 4 5

Comments: _____

10. Dakota values and/or culture: (experienced or discussed in class)

Unacceptable Superior
 1 2 3 4 5

Comments: _____

PART II - BEHAVIORAL TRAITS

1. Dependability (Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; is on time for meetings and appointments; and responds appropriately to instructions and procedures?)

Unacceptable Superior
 1 2 3 4 5

Comments: _____

2. Cooperation (How well does the employee work with co-workers and supervisors as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?)

Unacceptable Superior
 1 2 3 4 5

Comments: _____

Unacceptable

Acceptable

Comments:

EMPLOYEES RESPONSE TO THE FOLLOWING:

My major challenges to overcome at work were:

My major accomplishments in teaching were:

PART III - GOALS/OBJECTIVES/SPECIAL ASSIGNMENTS

Where goals, objectives, projects, special assignments, etc. have been clearly established, progress of these tasks should be evaluated. In cases where special goals or objectives are not appropriate, the supervisor should identify the major duties and/or responsibilities of the job and evaluate the employee accordingly. List and evaluate progress made on major pre-determined goals, objectives, projects, job duties and special assignments by marking the appropriate box. The "Comments" space may be used for satisfactory progress but must be used for unsatisfactory progress. Attach additional sheets if necessary.

1. Goal/Objective/Project/Major Job Duty/Special Assignment:

Accomplished or Satisfactory Progress Unsatisfactory Progress (See "Comments" Below)

Comments:

2. Goal/Objective/Project/Major Job Duty/Special Assignment:

Accomplished or Satisfactory Progress Unsatisfactory Progress (See "Comments" Below)

Comments:

3. Goal/Objective/Project/Major Job Duty/Special Assignment:

Accomplished or Satisfactory Progress Unsatisfactory Progress (See "Comments" Below)

Comments:

PART IV - OVERALL PERFORMANCE

Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits and supervisory factors.

Unacceptable Superior
 1 2 3 4 5

Comments: _____

SIGNATURES

Rater: _____ Date: _____

Reviewer: _____ Date: _____

PART V - TO THE EMPLOYEE:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Signature: _____ Date: _____

APPENDIX 1: ESTABLISHMENT OF OBJECTIVES FOR THE COMING YEAR

With reference to the position responsibilities, list below the goals, objectives, projects or special assignments which should be continued and/or completed in the coming year. It is understood that these goals, objectives, etc. are subject to adjustment or change as situations and priorities change. This section should be detached and kept in departmental files so that it can be updated as the situation warrants and so that it can be used to assist the rater at the end of the next evaluation period. Attach a copy of this completed form to the performance evaluation.

GOALS/OBJECTIVES/MAJOR DUTY/PROJECT/SPECIAL ASSIGNMENTS

1. **Comments:**

2. **Comments:**

3. **Comments:**

4. **Comments:**

Supervisor's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____