



# Nashville State Community College

## Evaluation of Faculty Annual Performance Review

Name: \_\_\_\_\_  
Evaluator: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_  
Date: \_\_\_\_\_

### Rating Scale

1 = Unacceptable Performance*	2 = Below Expected Performance*	3 = Expected Performance	4 = Above Expected Performance*	5 = Exceptional Performance*
Performance that consistently fails to meet minimum expectations and requires intervention by supervisor. A corrective action plan will be developed with a 3-month follow-up assessment.	Performance that often fails to meet expectations and may require an intervention by supervisor. A professional development plan is required with a 6-month follow-up assessment.	Performance that meets professional expectations. Faculty member understands and employs the basic principles and procedures for efficient and effective job performance.	Performance that often exceeds expectations. Faculty member consistently meets all expectations and is actively involved in more activities than required.	Performance that consistently exceeds expectations. Faculty member assumes a number of leadership roles and demonstrates outstanding teaching performance.

\* Documentation is required

### Annual Performance Review Results

	Percentage Weight Selected by Dean or Faculty Member	Average Rating	Composite Rating (Weight x Average)
Teaching Effectiveness (60-75%)IDEA Average Contributes 30%	_____	_____	_____
Service (10-30%)	_____	_____	_____
Scholarship/Creative Activities/ Professional Development (10-30%)	_____	_____	_____
<b>TOTAL</b>			_____

To be completed after evaluation interview:

**Comments by Evaluator (if desired):**

**Comments by Faculty Member (if desired):**

Signatures: (Signature indicates that this evaluation has been discussed with the employee by the evaluator or immediate supervisor.)

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic Affairs

\_\_\_\_\_  
Date

## Supervisory Performance Review for Full-time Faculty

### I. Teaching Effectiveness (60-75%)

Weight Selected \_\_\_\_\_

### Rating Scale

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\* Documentation is required

#### A. Student Evaluation of Instruction

1. Results of IDEA assessments (See IDEA Summary Sheet on last page) IDEA average contributes 30% <b>Average</b> _____
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#### B. Teaching Methods

Rating Scale	1	2	3	4	5
1. Uses strategies and methods in the classroom to promote students' ability to: <ul style="list-style-type: none"> <li>• Think critically</li> <li>• Use technology</li> <li>• Appreciate cultural diversity</li> <li>• Participate successfully as team members</li> <li>• Write clear, well-organized papers</li> <li>• Locate and evaluate sources of information</li> <li>• Give clear, well-organized oral presentations</li> <li>• Apply mathematical concepts to problems and situations</li> <li>• Apply scientific thought processes to a range of situations</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Establishes appropriate student involvement and student/faculty interaction to promote learning. <ul style="list-style-type: none"> <li>• Stimulates student participation in class activities</li> <li>• Maintains order and discipline</li> <li>• Incorporates group work</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>3. Establishes well-defined and reasonable expectations by providing all students with a course syllabus that includes:</p> <ul style="list-style-type: none"> <li>• Course description as prescribed by catalog</li> <li>• Learning outcomes</li> <li>• Clear grading criteria</li> <li>• Methods of assessment</li> <li>• Discipline and behavior expectations</li> <li>• Policy on academic honesty</li> <li>• Attendance policy</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Demonstrates effective communication skills that enhance students' understanding of the course requirements and material.</p> <ul style="list-style-type: none"> <li>• Uses multiple means of presenting information</li> <li>• Solicits and answers students' questions in class</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Provides effective and timely assessment and feedback of students' work.</p> <ul style="list-style-type: none"> <li>• Uses multiple assessment techniques to evaluate student learning</li> <li>• Gives students a timeline for the return of assignments and consistently meets that timeline</li> <li>• Gives students detailed, comprehensive written feedback on assignments</li> <li>• Gives students constructive feedback to improve performance on subsequent assignments</li> <li>• Uses stated grading criteria or division/discipline grading criteria if appropriate</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Applies appropriate innovative instructional techniques.</p> <ul style="list-style-type: none"> <li>• Uses technology in creative ways</li> <li>• Creates assignments designed to engage student learning</li> <li>• Conducts pilot program</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Provides or refers students to appropriate learning materials that are designed to facilitate students' technical and/or scholarly development.</p> <ul style="list-style-type: none"> <li>• Informs students of Learning Center, Smarthinking, Turnitin.com, and other Library support services</li> <li>• Provides supplemental materials</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. Instructional Design and Course Management					
Rating Scale	1	2	3	4	5
<p>1. Develops, evaluates, and revises curriculum and course documents.</p> <ul style="list-style-type: none"> <li>• Assesses student mastery of course outcomes</li> <li>• Performs annual evaluation of tests, handouts, assignments, etc. and makes needed changes</li> <li>• Develops supplementary classroom materials</li> <li>• Works with colleagues to ensure consistency of curriculum</li> <li>• Requires students to produce college-level work (or appropriate level for DSP)</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Submits timely, accurate, and thorough reports and documents.</p> <ul style="list-style-type: none"> <li>• Faculty evaluations</li> <li>• Web development proposals</li> <li>• Committee reports</li> <li>• Semester syllabi</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Employs effective time management skills (faculty work schedules).</p> <ul style="list-style-type: none"> <li>• Meets all assigned classes on time</li> <li>• Does not dismiss classes early, including the first meeting</li> <li>• Notifies appropriate persons in a timely manner when unable to meet classes</li> <li>• Arranges for a substitute when necessary</li> <li>• Effectively manages distance learning courses</li> <li>• Arranges schedule to be available for scheduled meetings</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Uses office hours constructively by being available to students outside of class when needed (includes electronic methods).</p> <ul style="list-style-type: none"> <li>• Makes students aware of office hours</li> <li>• Remains available to students during posted office hours</li> <li>• Posts information on office door if revised office hours</li> <li>• Answers student email and phone calls within one business day</li> <li>• Keeps appointments with students</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>5. Demonstrates a familiarity and compliance with institution and division policies and procedures.</p> <ul style="list-style-type: none"> <li>• Follows policy for absences, leave, classroom management, FERPA, admission policies, etc.</li> <li>• Knows how to locate information in Public Folders</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Uses multiple assessment techniques to evaluate own performance.</p> <ul style="list-style-type: none"> <li>• Evaluates instructional indicators to determine if curriculum, course materials, and teaching techniques are meeting expected outcomes</li> <li>• Solicits written peer reviews by colleagues</li> <li>• Uses feedback to improve instruction</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Instructional Design/Course Management Average**    \_    \_\_\_\_\_

**Comments:**

<b>IDEA Rating - Average</b>	_____ x .30 = _____
<b>Teaching Methods - Average</b>	_____ x .35 = _____
<b>Instructional Design/Course Management - Average</b>	_____ x .35 = _____
<b>TEACHING EFFECTIVENESS</b>	<b>Total</b> _____

**II. Service (10-30%)**

**Weight Selected** \_\_\_\_\_

**Rating Scale**

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\* Documentation is required

D. Service to the College/Profession					
Rating Scale	1	2	3	4	5
1. Fulfills student advising/registration duties. <ul style="list-style-type: none"> <li>• Assists with walk-in advisees</li> <li>• Signs up and shows up on time for advising duty</li> <li>• Assists with division needs during peak registration times</li> <li>• Maintains contact with advisees, makes appointments if needed, and keeps appointments</li> <li>• Advises students accurately</li> <li>• Attends in-services as necessary to keep current with advising</li> <li>• Advises off-campus or at new student orientation</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Supports divisional and institutional goals and activities by fulfilling committee and other assignments related to college performance. <ul style="list-style-type: none"> <li>• Serves on major school-wide committee (Promotion, Tenure, Curriculum, Accreditation)</li> <li>• Serves on minor divisional committee (ad hoc, book committee, etc.)</li> <li>• Serves on Faculty Senate, Executive Committee, Academic Affairs (attends all meetings, represents contingencies, etc.)</li> <li>• Prepares materials and participates in orientation, training, and mentoring of adjuncts</li> <li>• Participates in accreditation (compiles materials, meets with visiting team, etc.)</li> <li>• Serves as an active advisor to student organization (attends all meetings, participates in Student Life committee, helps to organize activities, attends ceremonies, etc.)</li> <li>• Takes responsibility for a major campus activity (Earth Day, Project Paycheck, Spring Festival, Harvest Festival, etc.)</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>3. Is conscientious and consistent in meeting division duties.</p> <ul style="list-style-type: none"> <li>• Attends division meetings</li> <li>• Participates in assessment and curriculum projects</li> <li>• Works with colleagues to establish goals and fulfill mission</li> <li>• Completes divisional responsibilities promptly (book requests, budget items, response to accreditation issues, etc.)</li> <li>• Other: _ _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Shares expertise with colleagues.</p> <ul style="list-style-type: none"> <li>• Conducts in-service sessions</li> <li>• Creates Course Management System materials or written materials and makes them available for others to use</li> <li>• Other: _ _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Maintains a high level of collegiality and professionalism</p> <ul style="list-style-type: none"> <li>• Works well with other faculty</li> <li>• Consults colleagues for professional advice</li> <li>• Participates in peer review for other colleagues</li> <li>• Communicates in a professional manner</li> <li>• Follows appropriate channels to resolve differences</li> <li>• Meets commitments to colleagues, committees, the college, and the community</li> <li>• Other: _ _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Demonstrates commitment to the discipline or teaching profession</p> <ul style="list-style-type: none"> <li>• Membership in professional organizations</li> <li>• Service to professional organizations (organizer, officer, etc.)</li> <li>• Consulting in teaching area</li> <li>• Other: _ _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Miscellaneous: (Optional)*</p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Teaching off-campus</li> <li>• Interdisciplinary activities to bridge gap between divisions</li> <li>• Other: _ _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* To calculate the average, add up the points and divide by 6 if you did not answer question #7, or divide by 7 if you did answer #7.



**Comments:**

**TOTAL**

**SERVICE - Average**

\_\_\_\_\_

**III. Scholarship/Creative Activities/Prof. Dev. (10-30%) Weight Selected \_\_\_\_\_**

**Rating Scale**

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\* Documentation is required

**E. Scholarship/Creative Activities/Research**

Rating Scale	1	2	3	4	5
1. Completes approved major curriculum revisions. <ul style="list-style-type: none"> <li>• Writes proposal for new course or program</li> <li>• Creates objectives</li> <li>• Designs syllabi</li> <li>• Constructs assessments</li> <li>• Conducts textbook review or search</li> <li>• Evaluates course and relation to course sequencing</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Obtains training or professional development. <ul style="list-style-type: none"> <li>• Attends NSCC in-services</li> <li>• Attends conferences paid for by college</li> <li>• Attends conferences paid for by self</li> <li>• Obtains or upgrades certifications and/or licenses</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Supports the discipline/teaching profession through scholarly pursuits, research, and creative work. <ul style="list-style-type: none"> <li>• Creates and presents in-services for NSCC, professional organizations, or businesses</li> <li>• Presents paper at conference</li> <li>• Enrolls in coursework related to discipline</li> <li>• Enrolls in Graduate course</li> <li>• Participates in individual study related to job</li> <li>• Participates in special projects related to job</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>4. Miscellaneous: (Optional)*</p> <ul style="list-style-type: none"> <li>• Writes successful grant proposal</li> <li>• Textbook authorship</li> <li>• Publications</li> <li>• Artistic creations</li> <li>• Media appearances</li> <li>• Other: _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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\* To calculate the average, add up the points and divide by 3 if you did not answer question #4, or divide by 4 if you did answer #4.

**Comments:**

<b>SCHOLARSHIP/CREATIVE ACTIVITIES/RESEARCH - Average</b>	<b>TOTAL</b> _____
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**NASHVILLE STATE TECHNICAL COMMUNITY COLLEGE  
FACULTY PERFORMANCE EVALUATION**

**IDEA STUDENT EVALUATION SUMMARY REPORT**

This summary report must be attached to the faculty member's annual performance review form. The figures needed for columns 3-5 are the adjusted average in the lower left hand portion of page 1 of the IDEA Summary Evaluation.

<b>Course</b>	<b>Semester</b>	<b>Progress on Relevant Objectives</b>	<b>Excellence of Teacher/Course</b>	<b>Summary Evaluation</b>

Overall Average \_ \_\_\_\_\_\*