

# Semester-End Performance Evaluation

<b>Term</b>		<b>RATING SCALE</b>
<b>Faculty Name</b>		1 - Exceeds expectations
<b>Course</b>		2 - Meets expectations
<b>Course Day/Time</b>		3 - Follow-up required
<b>Reviewer</b>		N/A - Not applicable
<b>Date</b>		

<b>CATEGORY</b>	<b>New</b>	<b>Returning</b>	<b>Classroom Issue</b>
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<b>PLANNING/PREPARATION</b>				
	1	2	3	Notes
Well conceived, complete syllabus submitted by due date				
Mid-term and final grades submitted by due date				
Regularly attends classes and makes appropriate arrangements for unavoidable absences				
Follows CCS policies, i.e. attendance, field trips, use of shops, etc.				

<b>CREATING A POSITIVE LEARNING ENVIRONMENT</b>				
	1	2	3	Notes
Encourages student evaluations and receives acceptable ratings				
Received acceptable ratings on Classroom Observation Evaluation				
Uses fair grading policies and evidences grade disbursement				
Meets deadlines for project completion				
Uses Blackboard				
Available to students outside of class time				
Uses instructional technology when appropriate				
Quality of student work				

<b>CONTENT DELIVERY</b>				
	1	2	3	Notes
Attends department meetings				
Develops relationships with other faculty				
Consistently checks CCS email and mailbox for communication				
Offers suggestions for course content improvement				

<b>ACTION PLAN</b>	
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<b>RE-EMPLOYMENT</b>	Retain	Retain with Required Mentoring	Do Not Retain (applicable for adjuncts)
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