



## Community College System of New Hampshire Faculty Performance Evaluation Summary

Employee: (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last) \_\_\_\_\_

Faculty Rank: \_\_\_\_\_ Academic Department: \_\_\_\_\_

Summary of Performance for (Start Date) \_\_\_/\_\_\_/\_\_\_ to (End Date) \_\_\_/\_\_\_/\_\_\_

Evaluator: (Name) \_\_\_\_\_ (Title) \_\_\_\_\_

### INSTRUCTIONS

Vj g'Rethqto cpeg'Uwo o ct { 'Hqto 'ku'f guki pgf 'q'f guetkdg'c'hcewn(au'lqd'tgævfg 'r gthqto cpeg'ht'c'ur gekkf 'r gtlqd of time. In preparing to assess r gthqto cpeg.'y g'gæcævqt'æcef go le'f gr ctvo gp'ej ckt'qt'XR'qh'Ceef go le'Chæktu+'uj qwf 'tgxlg' 'y g'hcewn(au'r gthqto cpeg'ucpdards and goals ugv'lp'y g'r tgxlgwu' {gct'au'gæcævqp'qt'r tqhgukqpeni tqy y 'r æp.'y g'hcewn'o go dgt'au'lqd'f guetk æqp.'y g'lpætwævt'au'uwf gp'æqwtug" evaluations, and the information gathered through the classroom observations. Following a review of this information, the supervisor should yj gp'gæcæv'g'y g'hcewn(au'r gthqto cpeg'ht'yj g'f guki pævgd review period.

Supervisors are responsible for clearly communicating their performance expectations so that employees understand how their job performance will be evaluated. At the beginning of the performance period, the supervisor and the faculty member should meet to review prior feedback as documented in student course evaluation and/or the classroom observation/evaluation, and to discuss the performance expectations specific to



**PERFORMANCE LEVELS:**

BELOW EXPECTATIONS

- C. Teaching Methods/Style ó Vj ku'ecvgi qt { 'uj cni'penmf g'cp'gxcnwc'vqp'qh'yj g'lpwtwevtu'r tgu'pvc'vqp'qh'eqwtug'o cvgtkri'y j lej " facilitates student learning; his/her ability to convey subject matter to others effectively and respond to student questions concisely and clearly; his/her ability to promote student participation; and his/her ability to cultivate and maintain a learning environment respectful of diversity and individual differences.

Comments of the Evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- D. Assessment/Facilitation of Learning Outcomes ó This category shall include an evaluation of thg'lpwtwevtu'cee'qo r'ku'j o'gpv' of course objectives; his/her evaluation method(s) and accurate measurement of student performance and progress; his/her availability for student assistance outside of class; and his/her use of the assigned textbook and supplemental course materials.

Comments of the Evaluator: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. Institutional Service** \*Gxcnwc'vqp'qh'yj g'lpwtwevtu'r gthqto cpeg'lp'eqmgi g'cpf lqt'f'gr ctvo gpvcn'ce'v'k'k'gu.'cu'cu'uki pgf 0'Uwej " activities may include, but are not restricted to, committee assignments; involvement in student clubs or organizations; participation in recruitment and retention activities; student advising; or curriculum/program development).

- A. List and describe activities, as assigned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments of the Evaluator: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**III. Community and Professional Development Activities** ó \*Gxcncvqpp"qh'yj g'lpwtvevtat' gthqto cpeg'lp'eqo o wplv' 'cpf lqt" professional development activities as authorized by the college administration. Such activities may include, but are not restricted to, membership and participation in professional associations; attendance at professional workshops, conferences, etc.; involvement in community and/or industry organizations; or continuing education.)

- A. List and describe activities, as assigned: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**IV. Professional Conduct** ó \*Gxcncvqpp"qh'yj g'lpwtvevtat'eqpf wev'lp'yj g'y qtnr rceg0"Uwej "eqpf wev'o c{ 'lpenmf g.'dw'ku'pqv'iko kgf "vq" the following.)

1. Communication Skills (Oral and Written): Demonstrates ability to convey information verbally and in writing in a clear and concise manner and to communicate with peers, supervisors, students, and the public in an appropriate and effective manner.
2. Cooperation/Teamwork: Demonstrates an ability to work effectively with peers, supervisors, and students, to secure the cooperation of others, to contribute to operations of the college, and to adapt to new teaching or work methods.
3. Problem Analysis/Judgment: Demonstrates the capacity to handle difficult situations calmly and objectively, to develop appropriate solutions, to make recommendations for improvements, and to seek guidance when necessary.
4. Enforcement of Standards: Follows college policies and procedures and to maintain appropriate confidentiality pertaining to student records and issues.
5. Decision Making: Demonstrates an ability to make decisions, which are timely and responsible in light of available facts, circumstances, and applicable standards.
6. Equity and Impartiality: Demonstrates consistency and fairness in the exercise of authority associated with the teacher-student relationship and in the resolution of problems.
7. Safety: Maintains a safe and healthy work environment by observing safety procedures, maintaining equipment, and alerting management of potential hazards.
8. Attendance/Punctuality: Performs academic and college responsibilities and obligations as assigned and scheduled.
9. Personal Appearance: Maintains a personal appearance that is appropriate to the duties and responsibilities of the position.

Comments of the Evaluator: \_\_\_\_\_

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**OVERALL SUMMARY**

**B**

**Below expectations**

**Meets expectations**

**Exceeds expectations**

**STRENGTHS**

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**AREAS OF IMPROVEMENT**

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**RECOMMENDED ACTION**

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**General comments by the supervisor (please make any additional comments job related and specific to job performance):**

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**A meeting to discuss this performance summary with the employee was held on (date) \_\_\_\_/\_\_\_\_/\_\_\_\_.**

