PIKES PEAK COMMUNITY COLLEGE
EVALUATION CRITERIA FOR PROVISIONAL FACULTY

MEETS EXPECTATIONS – YEAR ONE

TEACHING EFFECTIVENESS: CLASSROOM PERFORMANCE

➢ The faculty member will conduct him/herself as a teaching professional who models and creates respect for the educational process in the first semester when s/he:
  o Meets all classes as assigned
  o Arrives at class on time
  o Is prepared for class
  o Distributes syllabus that reflects College/Divisional/Departmental template during the first class meeting
  o Prepares and structures learning experiences that fill the contact hours assigned

➢ The faculty member comprehends and applies adult learning principles.

TEACHING EFFECTIVENESS: ADMINISTRATIVE RESPONSIBILITIES

  o Use Banner as appropriate
  o Communicate No-shows by division deadlines
  o Make schedule available in outlook calendar per division and college policy
  o Obtain approval according to division and college policy, in advance of all absences
  o Submit leave on PPCC leave system in accordance with college and division policy
  o Submit grades in accordance with division procedures and deadlines
  o Jointly establish goals with dean by division fall deadline using college format
  o Submit accomplishments by Spring division deadlines using college format
  o Complete ‘sexual harassment’ briefing by HR prior to teaching any classes
  o Use college provided technology as appropriate and required
  o Process travel and field trip requests in accordance with college and system policy
  o Attend and participate in all division and department meetings. Follow division procedure for all absences from division and department meetings
  o Submit all department and chair or lead instructor required materials by division and department deadlines
  o Accommodates students with disabilities according to college procedure and all applicable laws
  o Follow all board and college policies
  o Obtain and maintain appropriate CTE credential
  o Create course syllabus with college template, include all required division/department content

PROFESSIONAL DEVELOPMENT

  o Attend and participate in the New Faculty Orientation and Training.
  o Attend and participate in PDW college-wide meetings and activities.
  o Participate in mentoring meetings.
  o Successfully complete EDU 263 during the first year of employment. Note that CTE faculty may also be required to take EDU 250.
  o Observe classes of mentor and other identified faculty.
  o Observe student advising sessions within the discipline/division.
  o Participate in CTE advisory committee meetings as appropriate.
SERVICE TO THE COLLEGE

- Participate in at least one department, division or college committee/activity.
- Faculty Advisor – Be assigned a minimum of ten advisees spring semester.

SERVICE TO THE COMMUNITY

- Participate as an official or approved representative of Pikes Peak Community College at least once during the year in an activity, organization or event, such as:
  - Service to a community organization of your choice, personal circumstances and desires permitting.
  - Develop a liaison relationship with local K-12 schools (school advisory committees, participation in school programs, classroom visits, guest lecture).
  - Attend a local professional organization of your choice related to your discipline.

PROFESSIONAL BEHAVIOR

The college encourages open, frank, professional and respectful discussion and debate.

- Responsibility
  - Meets deadlines, gives timely response to request by others
  - Demonstrates appropriate self-monitoring, control of emotions and behavior with others
  - Maintains confidentiality of correspondence, records and conversations
  - Accepts and uses constructive criticism
  - Demonstrates flexibility by adapting to varying assignments and situations
  - Manages workload and time effectively

- Team Work
  - Plans and works cooperatively with others
  - Applies conflict management skills
  - Displays ability to work with diverse individuals
  - Treats others with courtesy, respect and open mindedness
  - Communicates clearly and effectively
  - Models principled communications neither spreading gossip and rumors nor impugning the motives or character of others
  - Collaborates with others in a professional manner by maintaining attitudes and behaviors that communicate respect and foster a positive working environment
PIKES PEAK COMMUNITY COLLEGE
EVALUATION CRITERIA FOR PROVISIONAL FACULTY

MEETS EXPECTATIONS – YEAR TWO

TEACHING EFFECTIVENESS: CLASSROOM PERFORMANCE

The faculty member continues to conduct him/herself as a teaching professional as described in Year One and demonstrates proficiency of adult learning principles.

TEACHING EFFECTIVENESS: ADMINISTRATIVE RESPONSIBILITIES

- Use Banner as appropriate
- Communicate No-shows by division deadlines
- Make schedule available in outlook calendar per division and college policy
- Obtain approval according to division and college policy, in advance of all absences
- Submit leave on PPCC leave system in accordance with college and division policy
- Submit grades in accordance with division procedures and deadlines
- Jointly establish goals with dean by division fall deadline using college format
- Submit accomplishments by Spring division deadlines using college format
- Use college provided technology as appropriate and required
- Process travel and field trip requests in accordance with college and system policy
- Attend and participate in all division and department meetings. Follow division procedure for all absences from division and department meetings
- Submit all department and chair or lead instructor required materials by division and department deadlines
- Accommodates students with disabilities according to college procedure and all applicable laws
- Follow all board and college policies
- Obtain and maintain appropriate CTE credential
- Create course syllabus with college template, include all required division/department content

PROFESSIONAL DEVELOPMENT

- Attend and participate in PDW college-wide meetings and activities.
- Observe classes of identified faculty, as appropriate.
- Participate in CTE advisory committee meetings, as appropriate.
- Develop a discipline specific professional goal (class content, delivery, other as approved by supervisor).
- Develop class shells using WEBCT (internet, hybrid, augmented, etc.).
- Attend and update training as required.
- Attend professional development opportunities as appropriate, such as: 2+2, 2+4, CETL, local or state conferences.

SERVICE TO THE COLLEGE

- Participate in at least one departmental or divisional committee/activity.
- Faculty Advisor – Continue to advise a minimum of ten advisees.
- Participate in at least one college committee/activity, such as:
  - Phone Bank
  - Skills USA
  - Graduation Crew
  - Campus and Student Life Events
  - Minority Events
SERVICE TO THE COMMUNITY

➢ Participate as an official or approved representative of PPCC at least twice during the year in an activity, organization or event(s) such as:
  o Local boards or commissions (EMS council, Tourism Board, Education councils).
  o Community Presentation (radio/newspaper; presentation at a community service organization).
  o Community activities.
  o Liaison with local K-12 schools (school advisory committees, participation in school programs, classroom visits, guest lecture).
  o On-campus reception of community visitors (Open House, college tours, student exchange tours).
  o Service Organizations (Optimists, Rotary International, Lions, Chamber of Commerce, World Affairs Council, etc.).
  o Other activities may be included if submitted to and approved by the President or appointed delegate.

PROFESSIONAL BEHAVIOR

The college encourages open, frank, professional and respectful discussion and debate.

➢ Responsibility
  o Meets deadlines, gives timely response to request by others
  o Demonstrates appropriate self-monitoring, control of emotions and behavior with others
  o Maintains confidentiality of correspondence, records and conversations
  o Accepts and uses constructive criticism
  o Demonstrates flexibility by adapting to varying assignments and situations
  o Manages workload and time effectively

➢ Team Work
  o Plans and works cooperatively with others
  o Applies conflict management skills
  o Displays ability to work with diverse individuals
  o Treats others with courtesy, respect and open mindedness
  o Communicates clearly and effectively
  o Models principled communications neither spreading gossip and rumors nor impugning the motives or character of others
  o Collaborates with others in a professional manner by maintaining attitudes and behaviors that communicate respect and foster a positive working environment
PIKES PEAK COMMUNITY COLLEGE
EVALUATION CRITERIA FOR PROVISIONAL FACULTY

MEETS EXPECTATIONS – YEAR THREE

TEACHING EFFECTIVENESS: CLASSROOM PERFORMANCE

➢ The faculty member continues to conduct him/herself as a teaching professional as described in Year One and demonstrates mastery of adult learning principles.

TEACHING EFFECTIVENESS: ADMINISTRATIVE RESPONSIBILITIES

o Use Banner as appropriate
o Communicate No-shows by division deadlines
o Make schedule available in outlook calendar per division and college policy
o Obtain approval according to division and college policy, in advance of all absences
o Submit leave on PPCC leave system in accordance with college and division policy
o Submit grades in accordance with division procedures and deadlines
o Jointly establish goals with dean by division fall deadline using college format
o Submit accomplishments by Spring division deadlines using college format
o Use college provided technology as appropriate and required
o Process travel and field trip requests in accordance with college and system policy
o Attend and participate in all division and department meetings. Follow division procedure for all absences from division and department meetings
o Submit all department, chair or lead instructor required materials by division and department deadlines
o Accommodate students with disabilities according to college procedure and all applicable laws
o Follow all board and college policies
o Obtain and maintain appropriate CTE credential
o Create course syllabus with college template, include all required division/department content

PROFESSIONAL DEVELOPMENT

o Attend and participate in PDW college-wide meetings and activities.
o Participate in CTE advisory committee meetings as appropriate.
o Develop a discipline specific professional goal (class content, delivery, other as approved by supervisor).
o Develop class shells using WEBCT (internet, hybrid, augmented, etc.).
o Attend and update training as required.
o Attend professional development opportunities as appropriate, such as: 2+2, 2+4, CETL, local, state, or national conferences.
o Participate in college and discipline assessment.

SERVICE TO THE COLLEGE

➢ Participate in at least one departmental or divisional committee/activity.
➢ Faculty Advisor – Assume full advising load.
➢ Participate in at least one college committee/activity, such as:
o Phone Bank
o Retention, CIP, Faculty Senate, or Search & Screen Committee
o COAT Assessment
o CETL Committee
o Statewide committees
• Graduation Crew
• Pikes Peak Workforce Center activity
• ASK ME Ambassador

➢ Participate in at least one recruiting or special college event, such as:
  • Career Day, High School Visitation
  • Skills USA
  • Women’s/Men’s Re-Entry Program
  • Minority Events
  • Pikes Peak Reads, Holiday Party Crew
  • Symposiums, Gallery Openings
  • Student Club activities
  • Student Life events

SERVICE TO THE COMMUNITY

➢ Participate as an official or approved representative of Pikes Peak Community College at least twice during the year in an activity, organization or event, such as:
  • Local boards or commissions (EMS council, Tourism Board, Education councils).
  • Community Presentation (radio/newspaper; presentation at a community service organization).
  • Community activities.
  • Liaison with local K-12 schools (school advisory committees, participation in school programs, classroom visits, guest lecture).
  • On-campus reception of community visitors (Open House, college tours, student exchange tours).
  • Service Organizations (Optimists, Rotary International, Lions, Chamber of Commerce, World Affairs Council, etc.).
  • Other activities may be included if submitted to and approved by the President or appointed delegate.

PROFESSIONAL BEHAVIOR

The college encourages open, frank, professional and respectful discussion and debate.

➢ Responsibility
  • Meets deadlines, gives timely response to request by others
  • Demonstrates appropriate self-monitoring, control of emotions and behavior to others
  • Maintains confidentiality of correspondence, records and conversations
  • Accepts and uses constructive criticism
  • Demonstrates flexibility by adapting to varying assignments and situations
  • Manages workload and time effectively

➢ Team Work
  • Plans and works cooperatively with others
  • Applies conflict management skills
  • Displays ability to work with diverse individuals
  • Treats others with courtesy, respect and open mindedness
  • Communicates clearly and effectively
  • Models principled communications, neither spreading gossip and rumors nor impugning the motives or character of others
  • Collaborates with others in a professional manner by maintaining attitudes and behaviors that communicate respect and foster a positive working environment