Faculty Evaluation Guide

A rating of *Meets Expectations* in all four areas. See appendice of EP 190.

- A rating of *Exceed Expectations* is exceeding expectations in teaching effectiveness and in at least two of three other areas.
- At rating of *Outstanding* is outstanding performance in teaching effectiveness and in two of three other areas.

You must go beyond ‘meets expectations’ in order to achieve ‘exceeds expectations’. You must go beyond ‘exceeds expectations’ in order to achieve ‘outstanding’. Faculty must provide brief synopsis of how they are ‘exceeding expectations’ or ‘outstanding’.

**Evaluation Guidelines – Exceeds Expectations**

**Teaching Effectiveness:**

- Demonstrates evidence of pedagogically-advanced course planning and administration (i.e., syllabus, meeting times, and adherence to academic deadlines). Seeks to broaden scope and breadth of courses taught; actively engaged in pedagogical discussions and improvement/development efforts.
- Actively fosters collegiality and professionalism throughout the division, and across the college.
- Positive role model and mentor for students and faculty.
- Demonstrates mastery of the subject matter appropriate to the course.
- Enhanced course content and presentation with appropriate technology.
- Continually evolves and enhances course materials and presentations to students. Openly shares materials and methods with colleagues.
- Effectively builds rapport with students through appropriate communication strategies; becomes and active and knowledgeable advisor and student mentor.

**Professional Development:**

- Active and contributing participant in departmental and college or state-wide committees, workshops, or in-service activities (i.e., division meetings, in-service sessions). Provides constructive and continuing contributions to further the goals of these committees / activities.
- Pursues additional coursework, degrees, or certificates at PPCC or another accredited institution to advance their subject matter knowledge / expertise.
- Publication of an article, book, lab manual, conference presentation, CD-ROM/software or other items for distribution at PPCC.
- Presents at a local workshop or conference.

**Service to the College:**

- Collaborates in preparation of master course syllabi for use by adjuncts with the PPCC/Divisional master syllabus.
- Takes the lead to distribute current support materials to adjunct faculty; participates to ensure adjunct faculty has the training and information necessary to implement the materials through workshops or meetings.
• Volunteers to serve on several college teams, committees, or task forces, and is a proactive and positive contributor.
• Volunteers to support and serve in various capacities in a number of college-sponsored activities and events (i.e. PDW Week, graduation, special programs, student awards ceremony, phone bank, career day, gallery opening, library activities, minority activities, student club activities).
• Freely provides assistance and mentorship to colleagues and students with general and/or program information across the PPCC service area.
• Performs other duties as assigned in a highly professional, collegial, and positive manner (i.e., search committees, coordination of assessment plans, etc.). Voluntarily seeks out opportunities to provide service and is a positive contributor.
• Actively works with numerous students outside of the classroom environment (advising, mentoring, Writing Center, Math Lab, Student Clubs, Student Life Activities, etc).

Service to the Community:

• **Official representative** of PPCC while participating in an activity, organization, or event(s) such as:
  - Local boards or commissions (EMS council, Tourism Board, Education councils).
  - Community Presentations (Radio / newspaper; presentation at a community service organization).
  - Community Activities (Official participation representing the college).
  - 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.

Evaluation Guidelines – Outstanding

**Teaching Effectiveness:**

• Actively fosters collegiality and professionalism by example and leadership throughout the division, and across the college. An active and positive professional role model and mentor for students and faculty.
• Master teacher and course developer; demonstrates leadership in developing innovative/updated pedagogically-advanced courseware, planning, and administration (i.e., syllabus, meeting times, and adherence to academic deadlines). Leads pedagogical discussions/workshops and improvement/development efforts for both full-time and adjunct faculty.
• Performs in a college/division/department leadership role as evidenced by leading appropriate curriculum revisions including items such as equipment purchase, budgets, and materials. Provides education and guidance on the use of technology to more junior faculty.
• Leads and directs the continued evolution and enhancement of course materials and workshops to enhance teaching at all levels. Openly shares materials, methods, and pedagogical enhancements with colleagues.
• Takes a lead role in advising and/or student/faculty mentorship. Effectively builds rapport with students through appropriate communication strategies.
• Develops, plans, coordinates, and leads unique educational opportunities for students/faculty (travel and/or study abroad; regional professional/educational colloquia/events).

Professional Development:

• Fulfills an active leadership role in departmental and college or state-wide committees, workshops, or in-service activities (i.e., division meetings, in-service sessions). Provides constructive and continuing contributions to further the goals of these committees / activities.
• Successful defense of an advanced degree dissertation in the subject / program area at an accredited institution that demonstrates academic progression.
• Publication of an article, book, lab manual, conference presentation, CD-ROM/software or other items for distribution beyond PPCC.
• Presented at a regional or national “refereed” conference or workshop.
• Selected for, actively participated, and graduated from the CCCS Academy for Leaders Program or a similar accredited, selective entry, state-wide leadership development program.

Service to the College:

• Leads the development and coordination of new and enhanced course syllabi and ensures coordination with the PPCC/Divisional master syllabus.
• Develops, plans, and presents workshops to enhance full time and adjunct faculty teaching and classroom effectiveness across disciplines and the college. Actively seeks to integrate adjunct faculty.
• Voluntarily takes on a positive, proactive leading role on college teams, committees, or task forces. Efforts have a college or state-wide impact to enhance education or teaching effectiveness.
• Volunteers to support and serve in leadership capacities in college-sponsored activities and events (i.e. PDW Week, graduation, special programs, student awards ceremony, phone bank, career day, gallery opening, library activities, minority activities, student club activities).
• A leader and professional example in providing assistance and mentorship to colleagues and students with general and/or program information across the college and/or state system.
• Voluntarily seeks out opportunities and provides leadership as needs arise in a highly professional, collegial, and positive manner (i.e., search committees, coordination of assessment plans, etc.). Plays a key role in the successful completion of the effort.
• A professional and leading role model and mentor to students outside of the classroom environment (advising, mentoring, Writing Center, Math Lab, Student Clubs, Student Life Activities, etc).

Service to the Community:

• Provides highly positive and proactive leadership in a principal role as an official representative of PPCC in any activity, organization, or event listed in “Exceeds Expectations.”