

DINE COLLEGE  
FACULTY PERFORMANCE EVALUATION REPORT



Faculty Name:

Division:

Evaluation Semester:

Faculty being evaluated: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty being evaluated is/on:  A. Continuing Faculty  B. Probation

Academic Semester:  Fall Semester  Spring Semester Academic Year: \_\_\_\_\_

3=More than Satisfactory      2= Satisfactory      1=Less Than Satisfactory      0=Not Discernible

**SECTION ONE**

**The Faculty member will be accountable for an effective instructional delivery, command of the subject matter, and conducting classes that promotes maximum student learning. The Instructor:**

		3	2	1	0
<b>A.</b>	Has command of knowledge and skills required for the course level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B.</b>	Communicates the knowledge and skills clearly and understandably to students commensurate with the course level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C.</b>	Presents instructional materials consistent with the stated objectives of the course syllabus for the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D.</b>	Provides students with a well defined course syllabus which include class objectives, grading criteria, assignment schedules, and the DEP educational paradigm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E.</b>	Encourages students to ask questions and express opinions about topics covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F.</b>	Evaluates students' performance in accordance with the grading policy provided by the course syllabus and division grading policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G.</b>	Encourages effective use of the library resources, audio visual materials, laboratory equipment, and shop equipment appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H.</b>	Adheres to the course objectives developed for the course level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** Low and High Ratings require rationale:

**SECTION TWO:**

**The Faculty member will be accountable for maintaining and developing instructional materials and methods that effectively enhance maximum student learning, The Instructor:**

		3	2	1	0
<b>A.</b>	Maintains, develops, and continuously updates instructional materials for effective student learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B.</b>	Continually strives for effective instructional techniques to achieve the objectives of the course level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C.</b>	Maintains high academic standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D.</b>	Continually maintains updated resources instructional materials including textbook selection, reference/bibliography list, and other pertinent instructional materials crucial to the course level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E.</b>	Develops instructional materials relevant to the DEP educational paradigm for instructional purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** Low and High Ratings require rationale:

**SECTION THREE:**

**The Faculty member will be accountable for his/her work schedule as assigned. The Instructor:**

		<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>A.</b>	Is punctual, adheres to deadlines, observes office hours, regularly attends division meeting, attends assigned meetings, and is accountable for his/her assigned workload schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B.</b>	Keeps appropriate records such as student attendance, student assessment, grading information, inventory, and budget expenditures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C.</b>	Ensures the security of classroom equipment, laboratories, and supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D.</b>	Assists in the division preparation of class schedules, catalog modifications, reports, proposals, institutional data requests and other projects assigned by the Dean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E.</b>	Maintains records of advisees and performs academic advising.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F.</b>	Takes part and contributes to standing academic committees and/or student organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G.</b>	Represents the college in articulation with other colleges (including the AZ articulation task force meetings for Tsail Faculty).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** Low and High Ratings require rationale:

**SECTION FOUR:**

**The Faculty member will be accountable for maintaining high professional standards in all relationships with colleagues and associates. The Instructor:**

		<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>A.</b>	Works effectively with immediate supervisor, faculty, students, staff, and administrators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B.</b>	Adheres to the chain of command in establishing relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C.</b>	Demonstrates enthusiasm and establishes good rapport with students, faculty and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** Low and High Ratings require rationale:

**SECTION FIVE:**

**The Faculty member will be accountable for one satisfactory classroom performance evaluation. The Instructor will be observed by the supervisor or his/her PEER.**

		<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>A.</b>	Classroom Observation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:** Low and High Ratings require rationale:

# RECOMMENDATION

## PART ONE:

A. Summary report of Division Chairperson/Director on Faculty member's overall performance:

B. Specific comments/recommendations for improvement:

C. Timeline for improvement:

---

**Signature of Division Chairperson/Director**

---

**Date**

## PART TWO:

Comments by the Faculty Member:

---

**Signature of Faculty Member**

---

**Date**

# PERSONNEL ACTION

**1. Recommendation:**

a. Contract Renewal

b. Contract Non-Renewal

COMMENTS:

---

**Signature of Division Chairperson/Director**

---

**Date**

**2. Concurrence:**

a. Contract Renewal

b. Contract Non-Renewal

COMMENTS:

---

**Signature of Dean of Academic Administration**

---

**Date**

**3. Received and Reviewed:**

a. Contract Renewal

b. Contract Non-Renewal

COMMENTS:

---

**Signature of Director of Human Resources**

---

**Date**