

# NWCC Division Director Performance Review

EMPLOYEE NAME:

SUPERVISOR:

DIVISION/DEPARTMENT:

DATE OF REVIEW:

*Instructions: Please check the box that indicates your appraisal of the instructor for each rating factor. If the instructor does not use a particular rating factor in the course of instruction or if you have no knowledge of the instructor's performance in a particular area – you may check Not Applicable. Use the comment area to write in any comments that you feel are necessary to explain your rating of the instructor.*

<b>INSTRUCTION</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor strives to improve the methods, content and value of each course taught while keeping in mind both the students' present and future needs.				
The instructor teaches the course as outlined in the syllabus that is provided to the students.				
The instructor displays enthusiasm for the subject matter.				
The instructor is knowledgeable in the field in which he/she teaches.				

<b>ADVISING/MEETING STUDENT NEEDS</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor functions as an effective student advisor who keeps abreast of changes in the transfer requirements for particular majors.				
The instructor refers students for counseling, testing, or Disability Support services when appropriate.				
The instructor communicates in a positive and courteous manner with advisees on a regular basis.				

<b>COMMUNICATION</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor possesses and demonstrates both verbal and written communication skills.				
The instructor follows instructions.				
The instructor demonstrates a professional rapport with students.				

<b>ATTENDANCE/PUNCTUALITY</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor maintains posted office hours.				
The Instructor teaches each class for the entire period.				
The instructor makes arrangements for class when absence has been approved in advance.				
The instructor complies with sick leave policy, and contacts director when absent.				

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<b>DEPENDABILITY/ACCOUNTABILITY</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor keeps accurate records and meets deadlines.				
The instructor attends faculty and division meetings called by the appropriate administrator.				

<b>COOPERATION/TEAMWORK</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor is cooperative and handles problems effectively.				
The instructor follows appropriate channels when providing input for decision making and planning.				
The instructor respects co-workers and provides and accepts constructive feedback.				

<b>PROFESSIONALISM</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor dresses appropriately.				
The instructor deals with discipline and/or behavioral problems in a professional manner.				
The instructor adheres to the faculty responsibilities and policies as defined in the Northwest Policy Manual.				

<b>REPRESENTATIVE OF SCHOOL</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor is a good representative of the college to the public.				
The instructor attends and supports extra-curricular functions.				

<b>RESPONSIBLE USE OF COLLEGE</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor assumes responsibility for safe and proper use of equipment and supplies.				
The instructor uses resources effectively and efficiently.				

<b>INITIATIVE</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Not Applicable</b>
The instructor seeks and assumes greater responsibility, and searches for new and more creative ways to improve processes.				
<i>If applicable, discuss any special assignments undertaken by the instructor that is outside the scope of normal instructor job responsibilities, either within the department or outside the department, throughout this past year.</i>				

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PROFESSIONAL DEVELOPMENT	Exceeds Expectations	Meets Expectations	Needs Improvement	Not Applicable
The instructor keeps abreast of technological advances.				
The instructor participates in professional and service organizations and activities at the local and state level and/or takes advantages of professional development opportunities in the teaching area to enhance teaching.				
<i>If applicable, list any special professional development opportunities or other means of growth and achievement that the instructor has taken advantage of in the past year for the purpose of enhancing teaching.</i>				

## INSTRUCTOR COURSE EVALUATIONS - A COMPARISON

List the results of the instructor's course evaluations along with a comparison showing how other faculty members scored on the same measure. Indicate what measure you are using for comparison.

MEASUREMENT TOOL: \_\_\_\_\_

INSTRUCTOR'S OVERALL AVERAGE SCORE: \_\_\_\_\_

COMPARISON SCORE: \_\_\_\_\_

## PERFORMANCE COMPETENCIES

	Exceeds Expectations	Meets Expectations	Needs Improvement
<b>Leadership/Administrative Skills:</b> The employee is organized and effectively structures, prioritizes delegates, arranges and facilitates the accomplishment of tasks; and effectively motivates, directs, and works cooperatively with others in the accomplishment of assigned tasks or roles.			
<b>Communication Skills:</b> The employee ensures information is effectively exchanged with others, writes clearly and concisely, expresses oneself clearly in conversation, practices attentive and active listening			
<b>Professional Knowledge and Expertise:</b> The employee effectively applies technical knowledge to meet challenges, develops solutions to new problems, keeps informed about developments in areas of expertise			
<b>Organizational Commitment:</b> The employee demonstrates a productive work style that is compliant with NWCC department policies and procedures in support of established goals and objectives; and contributes constructively to the mission, goals, and objectives of NWCC.			
<b>Customer Focus:</b> The employee demonstrates concern for satisfying the expectations and requirements of internal and external customers, establishes effective respectful relationships with internal and external customers.			
<b>Credibility:</b> The employee demonstrates dependability, honesty and consistency, behaves in an ethical manner, takes ownership of work and personal actions			

**COMMENTS:**

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**By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.**

**EMPLOYEE SIGNATURE:**

**EMPLOYEE OVERALL RATING:**

*(Please select the rating that best describes the employee)*

**EXCEEDS EXPECTATIONS**

**MEETS EXPECTATIONS**

**NEEDS IMPROVEMENT**

**SUPERVISOR/DIVISION DIRECTOR SIGNATURE:**

**RECOMMENDATION FOR CONTINUED EMPLOYMENT:**

*RENEWAL*

*PROBATION (must complete employee action plan)*

*NON-RENEWAL*

**DATE:**

**DEAN/ASSOCIATE VICE PRESIDENT SIGNATURE:**

**DATE:**

**VICE PRESIDENT SIGNATURE:**

**DATE:**

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**EMPLOYEE COMMENTS:**

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## FOLLOW-UP FORM

*This form should be completed by the faculty member and director/supervisor at the end of the performance review conference. This form should stimulate the faculty's member reflection about teaching and encourage the use of results from the course evaluations and the faculty member's performance review.*

The faculty member's strong points as identified by the evaluation are:

Opportunities for improvement identified by the evaluation are:

Goals for growth or specific activities to be undertaken and/or completed before the next evaluation are:

*Having met together and discussed this Evaluation Follow-up, we feel that the identified goals and specific activities adequately address opportunities for improvement and constitute evidence of attempted growth.*

**EMPLOYEE SIGNATURE:**

**DATE:**

**SUPERVISOR/DIVISION DIRECTOR SIGNATURE:**

**DATE:**