

Name: _____ Rank: _____

This Annual Review report for year _____ is submitted for the following:

_____ **Annual Evaluation** _____ **Promotion** _____ **Tenure**

I. TEACHING/SERVICE TO STUDENTS

A. Effectiveness of Instruction,

1. Evaluation responses - Comments from students, peers and supervisor during the review period
2. Personal assessment of student outcomes

B. Instructional Load

1. Number and nature of preparations this academic year
2. Number of contact hours Fall _____ Spring _____ Summer _____
3. Types of instructional modes utilized
4. Off-campus, continuing education, or training instruction (JCC)
5. Supervision of students in special programs and courses – co-op, student teaching, management, marketing, etc.

C. Innovations and Improvements in Instruction

1. New course development
2. Development of primary or supplementary instructional material
3. Development of new teaching strategies
4. Contributions to improved department curriculum or course design.
5. Use of technology in instruction.

D. Responsiveness to Student Needs

1. Availability to students
 - a. Office hours provided
 - b. Extra tutoring sessions
2. Academic Advising
3. Career counseling

E. Particular and Special Departmental Responsibilities for Instructional Purposes

II. PROFESSIONAL GROWTH AND DEVELOPMENT

- A. Graduate Credit Courses
- B. Participation in Professional Seminars and/or Conferences in Discipline
- C. Participation in Seminars and Special Lectures
- D. Membership in Professional Organizations
- E. Publications, Lectures, and Papers Presented
- F. Special Professional Independent Study
- G. Participation in seminars, workshops and conferences relative to the application of technology in teaching.

III. SERVICE TO THE INSTITUTION AND COMMUNITY

A. Contribution Through Committees

- 1. Division
- 2. Faculty
- 3. College Wide
- 4. State Level
- 5. Professional organizations

B. Contributions to Extra-Curricular Activities

- 1. Advisor to student organizations
- 2. Cultural or entertainment activities

C. Contributions to Institutional Functions

- 1. Course Scheduling
- 2. Faculty/administrative recruitment and staffing
- 3. Budget development and monitoring
- 4. Grant writing
- 5. Student recruitment
- 6. Placement
- 7. Program articulation with other colleges and universities
- 8. College publications--catalog, brochures, etc.
- 9. Public relations activities

D. Contributions to Professional Development of Others

- 1. In-house workshops, seminars, special lectures, and presentation
- 2. Mentoring of new faculty and adjunct instructors

- E. Consulting Services to Community Business, Industry, and Organizations**
- F. Membership on Community Boards, Councils and Organizations Directly Related To Your Professional Teaching Field(s)**
- G. Community Presentations (Speeches, Demonstrations, Workshops, etc.)**

IV. GOALS, PLANS AND OBJECTIVES FOR THE COMING YEAR

- A. Service to Students**
- B. Professional Growth and Development**
- C. Service to the Institution**

PERFORMANCE EVALUATIONS

EXCELLENT (performance of high merit)
GOOD (performance of merit)
SATISFACTORY (performance sufficient to justify continuation but not sufficient to justify promotion or tenure)

FACULTY MEMBER: _____

PEER REVIEW: _____

**TEACHING/SERVICE
TO STUDENTS**

___ EXCELLENT
___ GOOD
___ SATISFACTORY
___ UNSATISFACTORY

**PROFESSIONAL GROWTH
AND DEVELOPMENT**

___ EXCELLENT
___ GOOD
___ SATISFACTORY
___ UNSATISFACTORY

**SERVICE TO THE
INSTITUTION AND COMMUNITY**

___ EXCELLENT
___ GOOD
___ SATISFACTORY
___ UNSATISFACTORY

Comments (continue on back):

Signed _____ Date _____

DIVISION CHAIR/SUPERVISOR

**TEACHING/SERVICE
TO STUDENTS**

___ EXCELLENT
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**PROFESSIONAL GROWTH
AND DEVELOPMENT**

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**SERVICE TO THE
INSTITUTION AND COMMUNITY**

___ EXCELLENT
___ GOOD
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Comments (continue on back):

Signed _____ Date _____

Faculty Member Signature: _____ **Date** _____

Original to Faculty File (Signature indicates review by faculty member)
Copy to Faculty Member

Additional Comments by Division Chair/Supervisor: