**Annual Performance Appraisal Form for Faculty and Instructors**

**Employee Name**

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| *Click here to enter text.* |

**Supervisor’s Name**

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| *Click here to enter text.* |

**Position Title**

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| *Click here to enter text.* |

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| *Click here to enter text.* |

 **Date**

**Campus**: [ ] Belle Glade [ ] Boca Raton [ ] Lake Worth [ ]  Loxahatchee Groves [ ] PB Gardens

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**Part 1: Instructional Effectiveness and Student Success**

**Section 1.A: In reviewing the academic performance in your classes, choose a course that you taught this academic year and review the data of students attaining proficiency in the specific learning outcomes of that course. What pedagogically did you do that most contributed to the success of your students in the past year)?**

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| Click here to enter text. |

**Section 1.B: Choose a learning outcome for which it was challenging for students to attain proficiency and describe what teaching and assessment strategies you will implement to help students meet (or exceed) the learning outcome.**

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| Click here to enter text. |

***Supervisor Comments on Part 1*** *(Required for employees who receive a rating of Below Expectations)*

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| Click here to enter text. |

[ ] **Exemplary** [ ] **Very Good** [ ] **Acceptable** [ ] **Below Expectations**

**Part 2: Relevant Feedback from Students and Supervisors**

**Section 2.A: Student Assessments of Teaching**

**Reflect on the feedback from** [**Student Assessment of Courses and Faculty**](https://www.palmbeachstate.edu/viewevaluations/) **including numerical ratings and the comments provided. Describe how this information is or will be used to enhance your teaching.**

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| Click here to enter text. |

**Section 2.B: Instructional Observation Instrument**

**Reflect on the comments provided by your supervisor on your instructional observation instrument. Describe how this information is or will be used to enhance your teaching.**

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| Click here to enter text. |

***Supervisor Comments on Part 2*** *(Required for employees who receive a rating of Below Expectations)*

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| Click here to enter text. |

[ ] **Exemplary** [ ] **Very Good** [ ] **Acceptable** [ ] **Below Expectations**

**Part 3: Continuing Professional Development**

**Section 3.A: Summarize your professional development activities in the past year.**

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| Click here to enter text. |

**Section 3.B: Explain how the activities in 3.A have enhanced your teaching and student learning.**

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| Click here to enter text. |

***Supervisor Comments on Part 3*** *(Required for employees who receive a rating of Below Expectations)*

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| Click here to enter text. |

[ ] **Exemplary** [ ] **Very Good** [ ] **Acceptable** [ ] **Below Expectations**

**Part 4: Service to the Department, Campus, College, and Community**

**Section 4.A**: **Service to Department, Campus, and College**

**Describe your role, involvement, and contributions to college-related services such as committees, leadership roles, assistance in student activities, cluster involvement, Business Partnership Council, undertaking special tasks or assignments, etc.**

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| Click here to enter text. |

**Section 4.B:** **Community Service (Optional)**

**Describe how your community service activities support the College’s** [**mission statement**](http://www.palmbeachstate.edu/crm/statements.aspx)**,** [**Strategic Plan Goals**](https://www.palmbeachstate.edu/ire/StrategicPlanning/) **and/or** [**institutional learning outcomes**](https://www.palmbeachstate.edu/ire/CollegeEffectiveness/ilos-2018/ilo.aspx)**.**

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| Click here to enter text. |

***Supervisor Comments on Part 4*** *(Required for employees who receive a rating of Below Expectations)*

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| Click here to enter text. |

[ ] **Exemplary** [ ] **Very Good** [ ] **Acceptable** [ ] **Below Expectations**

**Part 5: Performance Goals**

**Section 5.A: Prior year goal assessment**

**Describe the extent to which you attained your goals in the last year.**

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**Section 5.B: Future goals**

**In consultation with your supervisor, create at least two S.M.A.R.T. Goals (Specific. Measurable. Attainable. Realistic. Timeline.) that will contribute to your department, campus and/or college.**

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| Click here to enter text. |

***Supervisor Comments on Part 5*** *(Required for employees who receive a rating of Below Expectations)*

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| Click here to enter text. |

[ ] **Exemplary** [ ] **Very Good** [ ] **Acceptable** [ ] **Below Expectations**

**Part 6: Additional Comments (optional)**

**If there is any additional information that you would like to have considered in your performance appraisal, please provide it here.**

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| Click here to enter text. |

**Part 7: Checklist of Duties per College Policy (completed by the supervisor)**

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| **Item** | **Description** | **Compliance** |
|  |  | **Yes** | **No** | **N/A** |
| Syllabus | Posted syllabus online for each course prior to each term’s registration period per posted deadlines in Section G, Academic Management Manual |[ ] [ ] [ ]
|  | Syllabi conformed to syllabus template |[ ] [ ] [ ]
| Office Hours | Office hours were submitted to the department by the end of the first week of classes and updated as assignments changed |[ ] [ ] [ ]
|  | Office hours were posted outside faculty member’s door using template per Section G, Academic Management Manual |[ ] [ ] [ ]
|  | Posted office hours were observed and exceptions were noted on the office door |[ ] [ ] [ ]
| Textbook Certification | Once per year (or whenever textbook changed) textbooks were certified per Federal and State Law (see [College Website](https://www.palmbeachstate.edu/adjuncts/TextbookCertification.aspx)). |[ ] [ ] [ ]
| Blackboard Course Setup | Content was loaded by noon on the day faculty returned for Fall and Spring and two days before the Summer term, per Section N, Academic Management Manual. |[ ] [ ] [ ]
| Attendance Verification – “Never Attended” | Reported non-attendance as required by federal law, following procedure outlined on [College Website](https://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/). |[ ] [ ] [ ]
| End-of-Semester Procedures | Timely submission of grades, accurate attendance records, copy of final exam and other data as required. |[ ] [ ] [ ]
| Mid Term Grading | Provided midterm grades as described on the [College Website](https://www.palmbeachstate.edu/academicservices/information-and-reference/academic-affairs-policies-and-documents/) per the Faculty Contract. |[ ] [ ] [ ]
| Final Course Grades via Web | Final course grades were posted to PantherNet by required date each semester based on [College calendar](https://www.palmbeachstate.edu/academicaffairs/calendars-acad-class-mtg.aspx) |[ ] [ ] [ ]
| Mandatory Duty Days | Attended all mandatory duty days, e.g., Development Day, Convocation, Commencements, Cluster Meetings etc. |[ ] [ ] [ ]
| Gordon Rule | Meets College’s guidelines for Gordon Rule classes. [Gordon Rule](http://www.palmbeachstate.edu/learningoutcomes/Documents/Gordon_Rule_Statement.pdf) |[ ] [ ] [ ]
| Security Awareness Training | Completed the Palm Beach State College *Information Security Awareness and Training* |[ ] [ ] [ ]

***If “No” is selected for any of the above items, please explain here:***

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| Click here to enter text. |

**PART 8: Supervisor Overall Recommendation:**

[ ] **Exemplary** [ ] **Very Good** [ ] **Acceptable** [ ] **Below Expectations**

**Section 8.A: Supervisor Summary Statement**

(Summarize faculty/instructor performance including any academic leadership roles, such as Department Chair).

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| Click here to enter text. |

**Section 8.B: Recognition of Exceptional Performance**

(This is an optional opportunity for the supervisor to acknowledge excellence).

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| Click here to enter text. |

**Section 8.C: Performance Improvement Plan** (required for employees who receive a rating on **any** performance factor of Below Expectations)

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| Click here to enter text. |

**Part 9: Performance Appraisal, Recommendation and Signatures**

**This Performance Appraisal Form was reviewed and discussed on:**

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| --- |
| Click here to enter a date. |

**Recommendation:**

[ ] Recommended for continued employment

[ ] Recommended for continued employment with Improvement Plan

[ ] Not recommended for continued employment or Recommend non-renewal review

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**Employee’s Name** *(please print)* **Employee’s Signature**

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**Supervisor’s Name** *(please print)* **Supervisor’s Signature**

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**Dean’s Name** *(please print)* **Dean’s Signature**

**EMPLOYEE COMMENTS –**Employees may make any comments here within fourteen (14) college business days after this performance appraisal was reviewed and discussed. All employee comments will be attached to this performance appraisal and filed in the employee’s personal file. Attach additional sheets if necessary.

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| Click here to enter text. |

**Note:** The employee’s signature does not necessarily indicate agreement with the performance appraisal results.

 The signature indicates only that the performance appraisal was discussed with the employee.

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