

FACULTY EVALUATION CRITERIA

	Satisfactory	Commendable	Excellent
<p>Primary Job Responsibilities (as specified in the NSHE Code)</p> <p>In order to receive a Satisfactory evaluation I will fulfill each of the duties or responsibilities listed under the Satisfactory column.</p>	<p>S.1 Professional Conduct: Comply with all sections of NSHE code and policies applicable to faculty.</p> <p>S.2 Teaching, class management, service to students, and other teaching responsibilities:</p> <ol style="list-style-type: none"> Meet classes. Hold office hours (min. 5 hrs. per week). Receive satisfactory classroom/lab observation when applicable. Submit comprehensive course syllabi to the department. Submit book orders on time. Receive satisfactory student evaluations. Respond to student requests, appeals, information needs. <p>S.3 Department/Division Duties:</p> <ol style="list-style-type: none"> Attend Department and Division meetings. Respond to Chair/Dean/Director requests in a timely manner. <p>S.4 Submit detailed Annual Plan and Faculty Self Evaluation in a timely manner or as requested by administration.</p>	<p>C.1 Teaching select two (2):</p> <ol style="list-style-type: none"> Teach an established course for the first time. Create a new course, not requiring institutional approval. Arrange a peer review and implement recommendations. Teach a workshop or seminar. Present in a fellow instructor's class. Improve an existing class by refocusing content and/or assignments, etc. Teach a DE class for the first time. Create student books (writing, art, etc.) or creative projects for a specific class. Observe other faculty teach—at least two classes. Collaborate regarding pedagogy and other instructional issues. Present to other faculty a creative or unique assignment used during academic year. Work with full-time or part-time faculty to maintain consistent curriculum. Other activities as agreed upon with Chair/Dean/Director. 	<p>E.1 Teaching Excellence:</p> <ol style="list-style-type: none"> Mentor a new or part-time instructor. K-16 involvement in teaching-related issues. Outside teaching-related activities that center on teaching pedagogy (Forums, Projects, etc.). Upgrade academic/teaching preparation through formal or approved coursework. Create a DE course without compensation. Revamp in a "significant" way an existing class (new text book(s), assignments, etc.). Integrate technology by specifically using one or more of the following in any given semester: <ol style="list-style-type: none"> Internet activities in the classroom using Smart Technology. Hybrid Addition: WebCT or other platform to create communication interfaces. Hybrid Addition: Use of personal website for Instructional help. Classroom presentation outside of discipline. Conduct training for teachers on specific teaching techniques to improve teaching performance. Conduct assessment work for own classes. Pick additional unused activities from the "Primary Job Responsibilities" section, Commendable column, section C.1. Other activities as agreed upon with Chair/Dean/Director.

Satisfactory

Commendable

Excellent

<p>Service to the College and the Community (as specified in NSHE Code) In order to receive a Satisfactory evaluation I will fulfill the duty and responsibility listed under the Satisfactory column.</p>	<p>Select one (1) activity from either College Service or Community Service S.5 College Service: a. Actively participate on one (1) College Standing Committee or Senate Standing Committee or another College Committee created by Administration or the Faculty Senate. b. Actively participate on one (1) or more screening committees as needed. c. Other activities agreed with the Chair/Dean/Director. S.6 Community Service: a. Actively participate in community volunteer work. b. Other activities as agreed upon with Chair/Dean/Director.</p>	<p>Select one (1) activity from either College Service or Community Service C.2 College Service: a. In addition to S.5 (a), actively participate on another College Standing Committee or Senate Standing Committee or another College Committee created by Administration or the Faculty Senate. b. In addition to S.5 (b), actively participate on another screening committee. c. Actively participate as a Faculty Senator. d. Actively participate in student recruitment and/or organizations. e. Actively participate as a member of a Faculty Probationary Committee. f. Other activities agreed with the Chair/Dean/Director. C.3 Community Service: a. Actively participate in community advisory boards, government boards, school boards, and other boards as approved by the Chair/Dean/Director. b. Other activities as agreed upon by Chair/Dean/Director.</p>	<p>E.2 College Service: a. Significant NSHE System involvement in college-related issues. b. Serve as Faculty Senate Chair or Chair-Elect. c. Chair a Faculty Senate Standing Committee. d. Chair a non-compensated Faculty Senate Standing Committee. e. Chair a Faculty Senate or college committee that meets at least two times/academic year. f. Significant involvement in accreditation and/or program reviews. g. Chair a screening committee. h. Chair a faculty probationary development committee. i. Non-compensated chair position of community or government board or commission. j. Significant involvement with WCSD in student advisement and recruiting. k. Pick any unused items from the "Commendable" column, C.2, a-f. l. Other activities as agreed upon with Chair/Dean/Director. E.3 Community Service: a. Significant service to/on community advisory boards, government boards, school boards, and other boards as approved by the Chair/Dean/Director. b. Develop significant community contacts to promote a program or advance college goals. c. Other activities as agreed upon by Chair/Dean/Director.</p>
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