

LAKE-SUMTER STATE COLLEGE  
ANNUAL FACULTY PERFORMANCE EVALUATION

XID: \_\_\_\_\_ DATE: \_\_\_\_\_ PERIOD OF EVALUATION: Spring \_\_\_\_ - Fall \_\_\_\_

FACULTY NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ EVALUATOR: \_\_\_\_\_

All faculty shall be evaluated annually by the appropriate department chair or designated supervisor on the following areas:

- General Duties
- Service Excellence
- Peer & Student Review
- Service to the College & Community
- Professional Development
- Goals

Annual contract faculty must receive an instructional observation by their supervisor every year. Faculty on continuing contract must receive an instructional observation by their supervisor at least every third year.

PLEASE NOTE: The faculty member being evaluated should complete the self-evaluation portions of this document and include peer & student reviews prior to meeting with the evaluator.

**INSTRUCTIONAL LOAD:** Please list the courses taught (and note online offerings) below.

Course # and Name	Format (Online, Seated, Hybrid, etc.)	Credit / Contact Hours	Enrollment
<b>SPRING (YEAR)</b>			
<b>SUMMER (YEAR)</b>			
<b>FALL (YEAR)</b>			

Faculty Name: \_\_\_\_\_

Date: \_\_\_\_\_

**GENERAL DUTIES (Includes Service Excellence Categories)**

Please use the following rubric to assess the faculty member in each of the four Service Excellence categories.

- 3=Excellent                                    Meets all expectations and consistently exceeds expectations
- 2=Satisfactory                                Meets expectations
- 1=Needs Improvement                      Generally meets expectations, but needs an improvement plan as noted
- 0=Unsatisfactory                            Does not meet basic expectations
- NR=Not Rated                                 Not applicable and/or not observed

<b>COLLABORATIVE</b>					
1) Instructor attends required meetings and activities (convocation, graduation, faculty meetings, etc.).	3	2	1	0	NR
2) Instructor attends and participates in course content related activities (department and faculty meetings, etc.).	3	2	1	0	NR
3) Instructor attends and participates in meetings and activities related to committees to which the instructor has been assigned or on which the instructor has agreed to serve.	3	2	1	0	NR
4) Instructor cooperates with performance of additional duties involving urgent circumstances or legal mandates.	3	2	1	0	NR
Comments including need for an improvement plan and progress on improvement plans from previous period:					

<b>COMPETENT</b>					
5) Instructor maintains an instructional schedule consistent with the established college calendar work week and published schedule of classes.	3	2	1	0	NR
6) Instructor furnishes students with course syllabus listing performance objectives, course expectations, grading procedures, withdrawal procedures, class attendance policies, and instructor contact information (phone and email).	3	2	1	0	NR
7) Instructor holds classes at assigned times and for assigned length.	3	2	1	0	NR
8) Instructor teaches assigned courses in accordance with course descriptions and current knowledge in the field.	3	2	1	0	NR
9) Instructor participates and contributes to department work relating to SLO development and the process of Student Success efforts	3	2	1	0	NR
Comments including need for an improvement plan and progress on improvement plans from previous period:					

**GENERAL DUTIES (Includes Service Excellence Categories)**

<b>RESPECTFUL</b>					
9) Instructor communicates and interacts effectively and professionally with students, faculty, and staff in accordance with established college processes and procedures.	3	2	1	0	NR
10) Instructor varies classroom delivery methods to increase student engagement and success for students with varied learning styles.	3	2	1	0	NR
11) Instructor maintains a professional demeanor on campus and at school-sanctioned events.	3	2	1	0	NR
12) Instructor interacts in an effective and professional manner with direct supervisor and intra-departmental faculty members.	3	2	1	0	NR
Comments including need for an improvement plan and progress on improvement plans from previous period:					

<b>RESPONSIVE</b>					
13) Instructor complies with requirements of weekly class/office procedures, schedules, student access, and other formal assignments.	3	2	1	0	NR
14) Instructor provides required institutional data (grades, attendance verification, formal reports, SLO data, budget information, etc.) in a timely manner.	3	2	1	0	NR
15) Instructor abides by directions given by department chairs, deans, and other administrative supervisors related to conduct as an instructor.	3	2	1	0	NR
16) Instructor responds to all official communication from students and the college in a timely manner. In general, e-mails and phone calls should be returned within 24-48 hours during normal college duty days. All e-mail communication with LSSC stakeholders will be done through college e-mail.	3	2	1	0	NR
Comments including need for an improvement plan and progress on improvement plans from previous period:					

**Faculty Comments:**

**LAKE-SUMTER STATE COLLEGE**  
**FACULTY PERFORMANCE REVIEW**

**XID:**

**Faculty name:** \_\_\_\_\_ **Rank:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All faculty shall be evaluated annually by the appropriate department chair or designated supervisor on the following three areas: teaching excellence; service to the college and the State; and service to the profession and professional growth. Teaching excellence may be evaluated with classroom observation, as appropriate.

Annual contract faculty *must* receive an instructional observation every year; instructional observation should occur every three years or as needed for continuing contract faculty.

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**INSTRUCTIONAL OBSERVATION**

- |                         |  |
|-------------------------|--|
| <b>5 = Outstanding</b>  | <b>2 = Needs Improvement</b>                   |
| <b>4 = Excellent</b>    | <b>1 = Seriously Deficient or Unacceptable</b> |
| <b>3 = Satisfactory</b> | <b>0 = Not Applicable</b>                      |

**1. Demonstrates pre-class preparedness**

**Comments:**  
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**2. Demonstrates knowledge of subject matter**

**Comments:**

**3. Presents material clearly, comprehensibly,  
effectively**

**Comments:**

**4. Uses media and supporting materials  
effectively, if appropriate**

**Comments:**

**5. Responds effectively and respectfully  
to student questions and comments**

**Comments:**

**6. Uses time efficiently to cover material**

**Comments:**

**7. Stimulates student involvement and  
critical thinking**

**Comments:**

**8. Demonstrates positive classroom demeanor**

**Comments:**

**Additional evaluator comments:**

**Instructor's comments:**

**Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_**

Faculty Name: \_\_\_\_\_

Period: Spring \_\_\_\_\_ - Fall \_\_\_\_\_

***OVERALL EVALUATION:***

***Satisfactory***

***Unsatisfactory***

Note: If overall evaluation is unsatisfactory, an improvement plan has been developed and approved by all parties whose signatures appear below.

Evaluator's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

HR Representative's signature (if improvement plan is needed):

\_\_\_\_\_

Date: \_\_\_\_\_