

**PERFORMANCE APPRAISAL  
ANNUAL FACULTY EVALUATION  
(Full-time or Part-time Faculty)**

**PART 1:** To be completed by faculty member being evaluated at the beginning of the evaluation process.

**Time Period of Performance Review:**

Fall Semester \_\_\_\_\_ (year) through Spring Semester \_\_\_\_\_ (year)

**General Information**

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

Official Faculty Title or Position: \_\_\_\_\_ Rank: \_\_\_\_\_  
(Dean, Department Chair, or Faculty)

Other Administrative Office/Responsibility \_\_\_\_\_ Teaching Load \_\_\_\_\_ hrs./year

Number of years at Emmanuel College full-time: \_\_\_\_\_

Member of the School of (check one):  Business  Christian Ministries  Education  
 Arts and Sciences

Department in which you teach: \_\_\_\_\_

**Current Membership in Professional Organizations:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Courses you have taught this past year (Please list course number and course name):**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Committee Service/Club Sponsorship/Mission Trip Sponsorship this past year:**

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Scholarly articles published/conferences attended/papers presented/creative endeavors completed this past year:

(For each conference/workshop listed, please also describe specific ways that each conference has helped you to improve your teaching and any improvement in student learning you have been able to document as a result. Attach separate sheets as needed.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

Church/Community Service and Convocation attendance for this past year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**PART 2:** To be completed by the evaluating supervisor

Evaluator is to circle/underline appropriate number below based upon the following values:

1. Poor
2. Below Average
3. Average
4. Above Average
5. Outstanding

**I. Teaching**

A. Course Structure: Constructs and follows an appropriate syllabus, including (but not limited to) measurable course objectives; uses appropriate testing, grading, and record-keeping procedures; and maintains adequate office hours to provide necessary support and assistance to students.

1            2            3            4            5

Comments:

B. Teaching Effectiveness: communicates course material effectively through appropriate teaching techniques pertinent to the particular course being taught, including (but not limited to) the effective use of technology to enhance student learning

1            2            3            4            5

Comments:

C. Faith Integration: Effectively integrates Biblical principles in the classroom

1            2            3            4            5

Comments:

- D. Course and Program Assessment: Faithfully uses the course assessment process to improve his/her teaching effectiveness, to improve student learning outcomes, and to recommend improvements to academic programs

1            2            3            4            5

Comments:

What can be done by the faculty member to improve his/her teaching effectiveness?

- A.
- B.
- C.
- D.
- E.

## II. Service, Cooperation, and Attitude

- A. Faithfully executes responsibilities as outlined in the Faculty Handbook, including (but not limited to) the following:

- Reporting to supervisor anticipated and health-related absences from regularly scheduled classes or outside employment/volunteer activities which may affect the faculty member's college responsibilities (class-related and otherwise)
- Supplying of copies of syllabi for each course taught
- Notification of special class-related needs not within their jurisdiction or authority as well as the special academic needs of their students
- Notification of personal, educational, and professional development plans as well as the need for specialized faculty development to enhance his/her service as a faculty member
- Assistance in identifying potential faculty members
- Notification of personal and professional accomplishments
- Informing about curriculum-related trends and needs
- Assistance in maintaining sound management of the departmental budget
- Willing acceptance of direction from his/her supervisor, and eagerness to initiate and assume responsibility on the job, and acceptance of corrective feedback from his/her supervisor

1            2            3            4            5

Comments:

- B. Faithfully and effectively serves and mentors students, through (but not limited to) academic, graduate school, and career advising as well as keeping 10 regular office hours per week

1            2            3            4            5

Comments:

- C. Provides effective participation on committees served and/or effective sponsorship of student organizations by demonstrating regular attendance at meetings; good and fair judgment in carrying out his/her part of work assigned; initiative and timely follow-through with tasks assigned; a cooperative, sensitive, and respectful attitude toward colleagues (students, faculty, administration, and staff) with whom he/she is working; and a sense of humility by working for the overall good of the institution and not his/her personal agenda

1            2            3            4            5

Comments:

- D. Faithful participation in the spiritual activities of the College and the church, including regular Convocation attendance and active involvement in a local congregation

1            2            3            4            5

Comments:

- E. Active participation in the school's development plan

1            2            3            4            5

Comments:

What can be done by the faculty member to improve his/her service effectiveness?

- A.
- B.
- C.
- D.
- E.

### III. Scholarship and Faculty Development

- A. Demonstrates ongoing efforts to stay current with developments in teaching field, including such activities as regular attendance at professional meetings, presenting papers, organized research, and publishing

1            2            3            4            5

Comments:

- B. Demonstrates effective application of information learned from activities listed in III-A (above), including (but not limited to) incorporation in teaching or presentations to EC faculty

1            2            3            4            5

Comments:

What can be done by the faculty member to improve his/her scholarship/faculty development?

- A.
- B.
- C.
- D.
- E.

#### IV. Administrative Service (Chairs/Deans Only)

- A. Cooperates with the Vice President for Academic Affairs in the recruitment, employment, retention, orientation, and performance evaluation of all faculty assigned to the department/school

1            2            3            4            5

Comments:

- B. Actively encourages the personal and professional development of school/department faculty.

1            2            3            4            5

Comments:

- C. Effectively administers the affairs of his/her department or school, including (but not limited to) the following: meeting regularly with faculty in departmental/school meetings; course scheduling and teaching assignments; development and proper maintenance of the departmental/school budget; catalog review and update; curriculum planning; coordination of academic advising; and maintenance of effective filing system for all pertinent academic records (syllabi, etc.)

1            2            3            4            5

Comments:

- D. Effectively performs service on Faculty Senate (Deans only), representing well the concerns of his/her school and/or department and assisting the Vice President for Academic Affairs in the evaluation and development of academic policy

1            2            3            4            5

Comments:

- E. Effectively evaluates on behalf of his/her school/department library resources appropriate to the discipline

1            2            3            4            5

Comments:

- F. Effectively coordinates and ensures within their schools/departments that all academic assessment deadlines are being met and that assessment data is being used to revise programs so as to improve student learning

1            2            3            4            5

Comments:

What can be done by the faculty member to improve his/her administrative effectiveness?

- A.
- B.
- C.
- D.
- E.

**PART 3:** Should the supervisor determine that the faculty member is so deficient in any area as to jeopardize contract renewal, the supervisor must clearly outline those deficiencies here and establish a deadline for re-evaluation. **This re-evaluation must occur no later than the end of the following fall semester.**

**PART 4:** To be completed by faculty member and supervisor at the conclusion of their verbal discussion of the written evaluation.

The faculty member will review the above appraisal of his/her performance for the current evaluation period. Once the review is completed, the faculty member is asked to sign in the space below. By signing this document, the faculty member is certifying that he/she has reviewed this document with the supervisor and acknowledging that he/she is aware of its contents.

In addition, the supervisor is acknowledging by a signature that he/she has reviewed this document with the faculty member being evaluated.

The Vice President for Academic Affairs is confirming by a signature that the supervisor has completed this evaluation with due diligence and that the supervisor has given a brief report to the Vice President for Academic Affairs highlighting any serious deficiencies in the faculty member's performance

This review will be placed in the faculty member's personnel file (to which the faculty member will have access upon request) and a copy of the review will be provided to the faculty member. If the faculty member disagrees with any aspect of the supervisor's evaluation, the faculty member may provide a written response to be filed with this evaluation.

Faculty Signature: \_\_\_\_\_

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

**Supervisor's Name and Professional Relationship to Faculty Member (please print):**

\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

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

Vice President of Academic Affairs/President:

\_\_\_\_\_

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