St. Petersburg College
ADJUNCT FACULTY EVALUATION AND PROFESSIONAL DEVELOPMENT PLAN

Name	**Employee ID#**	**Program/Campus/Site**	**Academic Year**

If you wish, you may attach to this form a description of your activities and appropriate supporting materials related to this evaluation. The supporting materials will be returned to the Faculty Member. As the first step of the annual evaluation process, the Faculty Member will complete a self-assessment of each item and propose goals for the coming year. The supervisor will then evaluate the Faculty Member and discuss the professional development of each item and propose goals for the coming year. The supervisor will then evaluate the Faculty Member and discuss the professional development plan. Below are the evaluation scales.

FACULTY SELF-ASSESMENT SCALE						SUPERVISOR'S SCALE
ST	=	This is a real strength of mine.	EE	=	Exceeds Expectations.	Performance which always meets and exceeds the high standards of SPC faculty.
P	=	I am proficient in this area.	ME	=	Meets Expectations.	Performance which generally meets the high standards of SPC faculty.
NP	=	Not as proficient as I would like to be.	BE	=	Below Expectations.	Performance in some area(s) is below what is normally expected of SPC faculty. Improvement is required.
NA	=	Not Applicable.	U	=	Unsatisfactory	Performance does not meet the expectations of SPC faculty.

A. Effectiveness as a Faculty Member	Self Assessment	Supervisor Assessment	Supporting Comments
1. Reviews and updates course content to make it current for each new session for classroom and online courses.			
2. Develops organized course materials and presentations.			
3. Is available outside of class to help students. For online instructors, responds to students within 24 to 48 hours.			
4. Uses current teaching techniques appropriate for meeting the course objectives.			
5. Incorporates course materials/activities to promote listening, speaking, writing and higher order thinking skills.			
6. Demonstrates enthusiasm for learning.			
7. Demonstrates current knowledge of academic discipline.			
8. Demonstrates advanced planning and preparation for instruction.			
9. Keeps accurate records (i.e., grades, attendance rosters, test scores, etc.)			
10. Demonstrates a respect for individual and socio-cultural differences.			
11. Uses current, appropriate technology, materials and tools when available.			
12. Shows consideration for the needs of students.			
13. Encourages active learning.			
14. Maintains academic standards appropriate to the course.			
15. Maintains professional rapport with students.			
16. Encourages students to pursue appropriate Learning Support Services			

Supervisor's Evaluation:

Comments:

B. Contribution to College Effectiveness	Self Assessment	Supervisor Assessment	Supporting Comments
1. Is professional in working with faculty, staff, and administrators.			
2. Completes College responsibilities, assignments, and administrative responsibilities effectively and on time including: attendance, grades, and correspondences from deans, academic chairs, and program directors.			
3. Is prompt in keeping appointments with students, arriving at work, and attending meetings.			
4. Is flexible and adaptable in meeting program needs.			
5. Follows and keeps current on College and program policies and procedures.			

Supervisor's Evaluation:

Rev. 5/22/12

Comments:

C. Professional Development

▪ Seminars, workshops, conferences, lectures
▪ HR compliance training (i.e., harassment, security, etc.)
▪ Excellence in Adjunct Instruction
▪ Pathways to eLearning   (list completed levels)
▪ Licensure and certifications (other professional skills training)
▪ Work promotions
▪ Engaged in community service activities that reflect goals or directions of the College, e.g., serve on the Advisory Board of the City of St. Petersburg's Weed and Seed Committee, with prior approval of the program director or supervisor, or other activities

Instructor's comments:	
Academic Supervisor's comments:	
Instructor's signature:	Date
Academic Supervisor's signature:	Date
Dean's signature:	Date