

St. Petersburg College

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-ASSESSMENT 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	Additional Comments
1.	Reviews and updates the content of courses and curricula within the discipline.		
2.	Develops organized course materials and presentations.		
3.	Is available outside of class to help students.		
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.	Contributes to the success of students at risk and to their retention in the College.		
14.	Develops course syllabi, handouts, tests, etc. that reflect high quality content and appearance.		
15.	Encourages active learning.		
16.	Maintains academic standards appropriate to the course.		
17.	Maintains professional rapport with students.		
18.	Encourages students to pursue appropriate College services (e.g., counseling, financial aid, learning support, etc.)		

Supervisor's Evaluation:

Comments:

B.	Contribution to College Effectiveness	Self Assessment	Additional Comments
1.	Shows consideration for the needs of others.		
2.	Is professional in working with faculty, staff, and administrators.		
3.	Completes College responsibilities, assignments, and administrative responsibilities effectively and on time.		
4.	Is prompt in keeping appointments with colleagues and students, arriving at work, attending meetings, etc.		
5.	Is flexible and adaptable in meeting program needs.		
6.	Participates in program meetings, activities, committees and/or special projects.		
7.	Follows current College and program policies and procedures.		

8.	Participates in site and Collegewide committees, activities, and/or special projects.		
9.	Participates in Program Planning Assessment and achievement of outcomes and indicators.		

Supervisor's Evaluation:

Comments:

C. Professional Development and Scholarship

Goals from last year and degree to which each was met:

Goals for next year:

Recertification Status	Start Date for Current Period:	End Date for Current Period:	Date Requirements Completed:
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Professional Development Activities (Note that the recertification requirement may be satisfied by either one Category 1 OR two Category 2 activities during a recertification period. Please see the descriptions of activities in each category following Section D and describe your activities for each applicable category to include the category reference, e.g., 2c. Appropriate supporting materials may be particularly important for this area.) You will choose either one (1) activity from Category 1 OR two (2) activities from Category 2.

Category 1. (One Activity Required Per Two Year Period):

Category 2. (Two Activities Required Per Two Year Period):

Supervisor's Evaluation:

Comments:

D. Overall Rating:

Supervisor's Overall Comments:

Signature of Supervisor

Date

Faculty Member's Comments: I Agree I Disagree with the rating

Comments:

Signature of Faculty:

Date

Site Administrator's Comments:

Comments:

Signature of Site Administrator:

Date

Activity Category 1 (one activity required per two year period)	Activity Category 2 (two activities must be completed per two year period)
<ul style="list-style-type: none"> a) Demonstrated completion of graduate or upper division undergraduate coursework, earning one or more official college credits in areas relevant to education, technology, or discipline-specific topics. Non-related coursework must be pre-approved by the program director or supervisor; b) Demonstrated completion of coursework to meet licensure and/or certification requirements related to College employment; c) Taught graduate or upper-division undergraduate courses at a regionally accredited college or university, courses that are not part of the St. Petersburg College curriculum; d) Completed development of an existing course for online delivery, including completion of the online training course; e) Completed development of a new course; f) Completed or co-authored or fully revised discipline-related publications, including a text, workbook, article in a refereed journal, or materials related to instructional strategies; g) Completed one-year of service in an official capacity for a state or national professional organization, such as service as president, or chair of an on-going committee, i.e., participation that requires a significant amount of time; h) Participated actively in the College's C & I Committee, or as a member of the Executive Committee of the Faculty Governance Organization; and, i) Completed creative work, such as research or development of products, appropriate to the academic and scholastic setting, that required a significant commitment of time and effort, as well as prior approval of the program director or supervisor. 	<ul style="list-style-type: none"> a) Demonstrated completion of a continuing education course; b) Demonstrated, with documentation, participation in professional activities, e.g., seminars, workshops, conferences, lectures; c) Developed a new presentation and presented it at a regional, state, or national professional organization's meeting, with approval of the program director or supervisor; d) Published a discipline-related article or a book review in a non-refereed professional journal or a newspaper; e) Demonstrated participation in juried art shows, including fine arts, music, or in community groups related to one's discipline, e.g., the Community Band, Mainsail Art Show; f) Demonstrated completion of independent study, including instructional technology skill enhancement courses offered through Instructional Technology, SPD, or Corporate Training Services that are at least 8 hours in length; g) Demonstrated completion of Information Literacy training opportunities; h) Demonstrated completion of a grant proposal wherein a statement of need, program components to address the need, and an evaluation component are all presented; i) Served on a College-wide standing committee, including Faculty Senate (other than those mentioned in Category I) or a campus committee, or special focus group, with prior approval of the program director or supervisor; j) Participated in an Industry Exchange Program; k) 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, l) Other activities, e.g., serving as an advisor for PTK or the Student Nurses' Association, that are approved by the provost and the program director or supervisor.