COLUMBUS STATE COMMUNITY COLLEGE

**ANNUAL FACULTY PERFORMANCE APPRAISAL**

**FACULTY MEMBER'S NAME:**

**DEPARTMENT:**

**DEPARTMENT CHAIRPERSON'S NAME:**

**APPRAISAL PERIOD:** **THROUGH:**

*Within this performance appraisal, faculty are encouraged to detail specific responsibilities and time/frequency commitments for each activity and to provide explanations that will be clear to an audience outside of the discipline. Activities should be related to the promotion and tenure categories of teaching and learning activities, professional activities, and service activities, supporting the overall goals and initiatives of the college including diversity, equity, and inclusion. Consult the* ***Promotion and Tenure Handbook*** *for specific examples of the types of activities expected within each category.*

**TEACHING AND LEARNING ACTIVITIES –** *Describe the work you engaged in this year that directly impacted your students. This can include creating/revising course lesson plans, presentations, and assessments; mentoring and advising students; and contributing to broader curriculum, assessment, and advising projects.*

**PROFESSIONAL ACTIVITIES –** *Describe the activities you have engaged in this year that contributed to your professional development and the professional development of others. This can include attending conferences, workshops, and seminars; giving presentations, performances, or exhibitions; publishing original works; and participating in professional organizations.*

**SERVICE ACTIVITIES –** *Describe the activities you have engaged in this year that furthered the mission of the college. This can include serving on department, division, and college committees; being a lead instructor, program coordinator, or faculty fellow; mentoring faculty; and using your disciplinary expertise to benefit the community.*

**PROFESSIONAL WORK DAYS –** *According to Section 47.01 of the faculty contract, "Ten (10) professional work days are required of all faculty. . . . The results of the professional activities performed during these 10 days will be documented through the annual faculty appraisal process." Please use the space below to identify which activities previously discussed in this appraisal were performed during the required time.*

# REFLECTION AND PLANNING

*Thoughtful analysis is critical in improving professionally. The Reflection and Planning portion of this document is intended to be used by the faculty member, the peer review team, and the department chairperson, to assist the faculty member through the promotion and tenure process.*

## REFLECTION

1. Provide a statement that illustrates how your involvement in the appraisal categories has contributed to your growth as a faculty member. Highlight your specific strengths and possible areas for improvement.

2. Identify any trends apparent in your student evaluations and discuss how you have used this feedback to develop and revise course content and/or to deliver content more effectively.

## PLANNING

*The plans put forth here are a work in progress involving the faculty member, the peer review team, and the department chairperson. It is recognized that these plans will be adjusted throughout the academic year; therefore, failure to complete these goals should not necessarily reflect negatively on the faculty member.*

Current Rank:

Date of last promotion or tenure-track hiring:

1. When do you plan to apply for promotion?
2. How do you plan to invest your time and energy within the Teaching and Learning Activities category in the coming academic year?
3. How do you plan to invest your time and energy within the Professional Activities category in the coming academic year?
4. How do you plan to invest your time and energy within the Service Activities category in the coming academic year?
5. What can the college/department do to help you accomplish your own professional goals in the coming academic year?

**APPRAISAL COMMENT BY PEER REVIEW TEAM –** *Reflect here on the faculty member’s performance and contributions described in the annual appraisal and on what you have observed this year. Include constructive, detailed feedback on progress toward his or her next promotion.*

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Date Signed Peer Review Team Member

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Date Signed Peer Review Team Member

**APPRAISAL COMMENT BY CHAIRPERSON****–** *Reflect here on the faculty member’s performance and contributions described in the annual appraisal and on what you have observed this year. Include constructive, detailed feedback on progress toward his or her next promotion.*

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Date Signed Department Chairperson

**COMMENTS BY FACULTY MEMBER**

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Date Signed Faculty Member

*By signing this document, the faculty member is confirming that he or she has reviewed the preceding comments and has been given the opportunity to discuss the appraisal with the chairperson and Peer Review Team.*

**CONCURRENCE BY DEAN**

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Date Signed Dean