Cape Fear Community College
Annual Performance Evaluation
Faculty

Employee Name: ____________________________  Job Title: ____________________________
Department: ____________________________  Supervisor: ____________________________
Evaluation Period: ____________________________  Date Completed: ____________________________
Check if Annual Compliance Training is Completed: Date Completed: ____________________________

Evaluator Instructions: Insert the rating number in the corresponding box for each performance measurement. Use this form electronically in Excel so totals will calculate automatically. See "Ratings Explanation" tab to determine how to rate each area. Each rating may include a comment, however only ratings of 5, 2 or 1 must include specific statements to explain the reason for that rating.

Faculty Performance Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
<th>Un satisfactory</th>
<th>Developing</th>
<th>Proficient</th>
<th>Advanced</th>
<th>Exemplary</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Discipline Knowledge</td>
<td>• Instructor demonstrates firm grasp of subject material.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>• Instructor provides relevant examples and links new material to previous topics.</td>
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<td>2  Presentation Skills</td>
<td>• Instructor organizes presentation in a clear, concise, and logical manner.</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>• Instructor demonstrates effective speaking skills, maintains eye contact, and listens actively to students (seated classes).</td>
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<td>• Instructor utilizes effective, transparent course design (online classes).</td>
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<td>• Instructor utilizes technology relevant to the course.</td>
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<td>3  Quality of Instruction Methods (as appropriate) / Lab &amp; Clinic Instruction (if applicable)</td>
<td>• Instructor presents material in an interactive manner, posing questions that elicit critical thinking and employs relevant, well-designed visual aids and uses technology effectively.</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>• Instructor utilizes group discussions and activities when appropriate.</td>
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<td>• Instructor ensures student safety in the lab/clinic/studio environment and holds self and others accountable for safety and quality educational instruction outside the classroom setting.</td>
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<td>4  Instructional Atmosphere &amp; Student Engagement</td>
<td>• Instructor interacts with students in a respectful, approachable manner.</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<td>• Instructor encourages questions from students and responds to student concerns.</td>
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<td>• Students appear to be comfortable participating in class discussions and activities.</td>
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<td>• Instructor supports methods and measures to improve student persistence and course completion.</td>
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Comments, Justification or Example(s):
| 5 | Course Management | • Instructor attends regularly, begins and ends class on time, and arranges for adequate coverage if absent.  
• Instructor uses instructional time effectively. 
• Instructor sets and enforces clear standards for student behavior. 
• Instructor fosters and facilitates a positive and comfortable learning atmosphere within the class and addresses disruptions appropriately. |  |
| 6 | Course Assessment | • Instructor establishes learning objectives that address content knowledge, critical thinking, and core competencies.  
• Instructor establishes measurable learning outcomes and a transparent grading policy.  
• Instructor returns student work in a timely manner with adequate feedback. 
• Instructor assesses effectiveness of instruction, makes quality improvements, and submits data as requested. |  |
| 7 | evaluation of Instruction | • Student Evaluations of Instruction indicate satisfactory results.  
• Peer and Supervisor feedback indicate satisfactory results.  
• Student learning outcomes and core competencies indicate satisfactory results. |  |
| 8 | Professional Development | • Instructor stays abreast of best practices and industry trends relevant to them.  
• Instructor participates in college/department meetings, committees, projects, presentations, etc.  
• Instructor engages in scholarly activities such as attending conferences, presenting outside lectures, publishing articles, etc. as appropriate. |  |
| 9 | Non-Instructional Competencies | • Instructor participates in curriculum assessment and improvement as appropriate.  
• Instructor participates in textbook selection, development of new courses and supplementary materials, as appropriate.  
• Instructor participates in student recruitment, academic and club advising, and job placement as appropriate.  
• Instructor participates in special projects, grant writing, and college committees as appropriate. |  |
| 10 | Professional Ethics & Administrative Compliance | • Instructor supports college mission and goals and behaves professionally.  
• Instructor interacts with students and colleagues in a professional manner.  
• Instructor observes college policies and procedures.  
• Instructor completes college forms and reports in a thorough and timely fashion. |  |

**TOTAL EMPLOYEE PERFORMANCE EVALUATION SCORE (out of a possible 5.00):** Incomplete
Committee Participation (if applicable) Please list any Committees or Planning Action Teams you were a member of and whether you attended/participated:

<table>
<thead>
<tr>
<th>Employee’s Comments:</th>
<th></th>
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</table>

Signatures

My Supervisor has presented my performance evaluation to me and I have been given a chance to include my feedback. I Agree ☐ Disagree ☐ with the rating score.

1. Department Chair / Evaluator Signature
   Date

2. Dean Signature / (VP Signature Optional)
   Date

3. Employee Signature
   Date