



**PIKES PEAK**  
**COMMUNITY**  
**COLLEGE**

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# Faculty Annual Evaluation Plan

Year \_\_\_\_\_

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**Faculty Name:**

**Faculty ID: S#**

**Division:**

**Department:**

**Supervisor Name:**

**Type of Evaluation: Regular**

# Teaching

**Teaching Evaluation Weight: 70%**

**Teaching Modified Weight (if applicable):**

According to SP 3-31, a ‘traditional load’ for full-time faculty members is 70% teaching and 30% service – this fits MOST faculty members. Factor weights may be modified for circumstances such as: provisional faculty; reduced teaching loads; department chairs/faculty on special assignment; or special projects, such as accreditation or where performance concerns have been identified.

Description
<p>The evaluation of teaching <b>will</b> include, but is not limited to, consideration of student evaluations and direct observation by supervisors. Supervisors/evaluators should consider all the following components of teaching: class structure and organization; course materials, including syllabi, course outlines, and lesson plans; command of subject matter; demonstrated currency in the field and in teaching methodology; presentation skills; professional and courteous interaction with students; availability to students during office hours; student engagement; and promotion of student achievement.</p> <p>In addition, supervisors/evaluators should consider other factors that may be relevant based on the faculty member’s job description, responsibilities, and individual and college/department goals. These may include, but are not limited to: assessment of student learning, documented teaching and curriculum improvement based on assessment results; incorporation of course, program, and college student learning outcomes; incorporation of student retention strategies; and integration of technology into coursework as appropriate to the discipline. <i>(SP 3-31, Evaluation of Faculty Job Performance)</i></p>
<b>Faculty, enter an initial GOAL PLAN for teaching. (completed early fall semester)</b>
Date:
<b>Faculty, enter any significant MID-YEAR changes to GOAL PLAN for teaching. (completed December/January)</b>
Date:
<b>Faculty, enter END-OF-YEAR NARRATIVE/GOAL PLAN Summary for teaching. (completed late spring semester)</b>
Date:
<b>Supervisor/Evaluator, enter comments on GOAL PLAN and/or MID-YEAR changes for teaching (if any).</b>
Date:

## Service

**Service Evaluation Weight: 30%**

**Service Modified Weight (if applicable):**

According to SP 3-31, a 'traditional load' for full-time faculty members is 70% teaching and 30% service – this fits MOST faculty members. Factor weights may be modified for circumstances such as: provisional faculty; reduced teaching loads; department chairs/faculty on special assignment; or special projects, such as accreditation or where performance concerns have been identified.

<b>Description</b>
<p>Service includes fulfilling the mission and goals of the college outside of the classroom. Components of service considered in the evaluation should be based on the faculty member's job description, role, goals, and documented responsibilities. These may include, but are not limited to: departmental service, including curriculum coordination and development, advising and outreach, administrative assignments, and committee work; system, college-wide, and campus committee work; sponsoring and participating in student activities; and attendance at college activities and events. Additional activities may include serving as the college representative on a local board or commission, making community or professional presentations, serving as a liaison to local schools, or serving as an elected or appointed member of local boards.</p> <p>Service also includes professional and courteous interaction with colleagues, staff and community as typically demonstrated by active engagement, collaboration, and constructive cooperation in department and college activities. This shall not diminish lively, critical debate which is both necessary and appropriate in an academic institution. <i>(SP 3-31, Evaluation of Faculty Job Performance)</i></p>
<b>Faculty, enter an initial GOAL PLAN for service.</b> Community service should not be included unless it is directly relevant to your department, discipline, or the mission and goals of the college. (completed early fall semester)
Date:
<b>Faculty, enter any significant MID-YEAR changes to GOAL PLAN for service.</b> (completed December/January)
Date:
<b>Faculty, enter END-OF-YEAR NARRATIVE/GOAL PLAN Summary for service.</b> (completed late spring semester)
Date:
<b>Supervisor/Evaluator, enter comments on GOAL PLAN and/or MID-YEAR changes for service (if any).</b>
Date:

## Supervisor/Evaluator Rating

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Supervisor/Evaluator check one of the ratings below.

<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Commendable	<input type="checkbox"/> Exemplary
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## Supervisor/Evaluator Narrative for the Rating

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The supervisor/evaluator shall provide a summary of the faculty member's performance over the school year in the two principal evaluation categories: teaching and service. The supervisor/evaluator will include comments regarding the Evaluation of Teaching, student evaluations, the faculty member's strengths, and any suggested areas for improvement.

Date:

Faculty member's response (optional).

Date:

## Signature Page

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### Faculty Member Signature Line

1. I have received and read the above performance evaluation.

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

2. I **agree/disagree**\* (circle one) with the overall performance evaluation/rating and have received a copy.

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date

\*Employee must explain his/her disagreement in writing and may attach additional comments to this form.

### Signature Lines for the Supervisor/Evaluator and the Reviewers

\_\_\_\_\_  
Signature of Supervisor/Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Vice President for Instructional Services  
(Reviewer)

\_\_\_\_\_  
Date

*A copy of this signed evaluation will be placed in the faculty member's personnel file which is maintained in the Office of Human Resource Services.*