

**Louisiana Community and Technical College System (LCTCS)**

**Full-Time Teaching Faculty Evaluation
PART A: Job Expectations**

Delgado Faculty Member’s Name: Academic Year:

Academic Division/Department:

Present Rank: Years of Service at Delgado:

**Part A: Job Expectations**

Upon meeting all the requirements for a full-time teaching employee including all supporting documentation, the faculty member will receive a score of 3 (Meets Expectations) for Part A. *\*If a faculty member does not meet the criteria of a full-time teaching employee, the faculty member’s immediate supervisor must provide documentation of failure to meet expectations that corresponds with the resulting score of 1 (Unsatisfactory) or 2 (Needs Improvement).*

*Support Documentation Needed:*

* Course Observation (Below Associate Professor- every year; Associate Professor and above- every other year.)
* Formative Student Evaluation (As applicable)
* All State, Federal, and College Mandated Trainings completed before submission of evaluation (Code of Ethics Training, Title IX Training, Safety and Risk Management Training, etc.)
* Faculty Professional Growth Form (FPGF) and accompanying Evidence (At the discretion of faculty member)
1. **TEACHING AND DIRECT INSTRUCTIONAL ACTIVITIES *(As Applicable):***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Teaching and Direct Instructional Activities: Basic Job Expectations** | **0** | **1** | **2** | **3** | **4** | **5** |
| **1.** Consistently meets class on time and for the required amount of contact hours  |  |  |  |  |  |  |
| **2.** Uses assessment tools that align with master and departmental syllabi |  |  |  |  |  |  |
| **3.** Submits, posts, and keeps regular required office hours |  |  |  |  |  |  |
| **4**. Submits grades and other academic forms consistently, correctly, and timely |  |  |  |  |  |  |
| **5.** Communicates effectively with and demonstrates respect to students |  |  |  |  |  |  |
| **6.** Completes course observations and formative student evaluations (as applicable) |  |  |  |  |  |  |
| **SECTION I. Total Points out of 30** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Service to Students, Department, Division/College, Community: Basic Job Expectations** | **0** | **1** | **2** | **3** | **4** | **5** |
| **7.** Communicates effectively with colleagues, and supervisors and utilizes appropriate channels**/**methods of communication with all members of College community |  |  |  |  |  |  |
| **8.** Performs assigned duties like registration, advising, or other departmental/divisional academic support activities as required |  |  |  |  |  |  |
| **9.** Follows college, division, and department procedures |  |  |  |  |  |  |
| **10.** Submits timesheet and other administrative forms consistently, correctly, and timely |  |  |  |  |  |  |
| **11.** Exhibits collegiality towards colleagues  |  |  |  |  |  |  |
| **12.** Regularly attends division and department meetings |  |  |  |  |  |  |
| **13.**  Attends graduation once a year |  |  |  |  |  |  |
| **SECTION II. Total Points out of 35** |  |

1. **SERVICE TO STUDENTS, DEPARTMENT, DIVISION OR COLLEGE, COMMUNITY *(As Applicable):***

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**Part A Continued: Job Expectations**

1. **PROFESSIONAL DEVELOPMENT:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional Development: Basic Job Expectations** | **0** | **1** | **2** | **3** | **4** | **5** |
| 1. Completes Safety, Ethics and other required trainings consistently, correctly, and timely
 |  |  |  |  |  |  |
| **15**. Attends Fall and Spring Faculty Convocation |  |  |  |  |  |  |
| **SECTION III: Total Points out of 10** |  |

|  |  |
| --- | --- |
| **SECTIONS 1, II, and III: TOTAL POINTS Out of 75** |  |

1. **LEADERSHIP *(Required for faculty applying for rank of full Professor only)***

Faculty member demonstrates progress toward attainment of leadership goals as outlined on Faculty Professional Growth Plan.

\_\_\_\_\_ Yes \_\_\_\_\_\_ No \_\_\_\_\_\_\_ Not applicable

**POINT SCALE FOR EACH BASIC JOB EXPECTATION:**

|  |  |
| --- | --- |
| **PERFORMANCE RATING FOR EACH BASIC JOB EXPECTATION (#1-15)**(*Supervisor may exercise discretion for extenuating circumstances)* | **POINTS** |
| Yes/Fulfills responsibilities in this area | **5** |
| Yes/Fulfills most responsibilities in this area with minor exceptions | **4** |
| Needs improvement/Fulfills some responsibilities in this area | **3** |
| No/Frequently does not fulfill responsibilities in this area | **2** |
| No/Rarely fulfills responsibilities in this area | **1** |
| No/Never fulfills responsibilities in this area | **0** |

**POINT SCALE FOR PART A SCORE:**

|  |  |
| --- | --- |
| **PART A TOTAL POINTS** | **PART A SCORE** |
| **Total Points 54-75:** *Eligible to Submit Faculty Professional Growth Form* | **3 - Meets Expectations** |
| **Total Points 46-53:** *Performance Improvement Plan Required* | **2 - Needs Improvement\*** |
| **Total Points 46-53:** *Performance Improvement Plan Required* | **1 – Unsatisfactory\*** |

**Comments:**

**Faculty Member’s Signature: Date**

**Supervisor’s Signature (as applicable): Date**

**Academic Dean’s Signature: Date**

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