



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)

I. 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						

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

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						

Part A Continued: Job Expectations

III. PROFESSIONAL DEVELOPMENT:

Professional Development: Basic Job Expectations	0	1	2	3	4	5
14. 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 I, II, and III: TOTAL POINTS Out of 75

IV. 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) <i>(Supervisor may exercise discretion for extenuating circumstances)</i>	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: <i>Eligible to Submit Faculty Professional Growth Form</i>	3 - Meets Expectations
Total Points 46-53: <i>Performance Improvement Plan Required</i>	2 - Needs Improvement*
Total Points ≤ 45: <i>Performance Improvement Plan Required</i>	1 – Unsatisfactory*

Comments:

Faculty Member's Signature: _____ Date _____

Supervisor's Signature (as applicable): _____ Date _____

Academic Dean's Signature: _____ Date _____