



**This document contains Form A.** The complete Evaluation Procedures can be found at:  
<http://www.suscc.edu/about-suscc/hronline-forms.cms>

It is strongly recommended that you download this form to your computer before starting. Once this form is on your computer you can open the form and start your evaluation. To help keep these forms organized please rename the form to include the name of the person being evaluated and the term (Ex, JohnSmithSp2017). All forms contained in this document are fillable.

### **Purpose:**

In order to best determine and improve the College's success in meeting its Mission, evaluation of all faculty members of Southern Union will occur on an annual basis from August 1 to July 31. The purpose of the annual evaluation is to maintain high educational standards in all areas, monitor and improve instruction, and provide for professional growth that enhances learning.

### **The evaluation instrument should:**

1. Provide an accurate, fair, and objective method for evaluation of all faculty members
2. Recognize the strengths of the individual faculty member with regards to knowledge and methodology.
3. Encourage professional development and educational growth that strengthens performance and enhances student learning.
4. Identify opportunities for individual faculty growth by providing a means of support and development of procedures or training in order to enhance student learning.
5. Recognize professional, educational, and community involvement by the faculty that enhances the College and its ability to serve the students and the community.
6. Allow faculty members to document their achievements, set goals, express concerns, and respond to their evaluation in a timely manner.
7. Provide a documented history of the faculty member's performance and managerial skills as they relate to the job description for that faculty member.
8. Reflect the evaluation process as a cooperative effort and an evolving process for the betterment of students, faculty, and the entire College.

### **Evaluation Criteria:**

**Meets Expectations:** This rating indicates the person is meeting all of the required functions of the category being evaluated. This is the standard and **represents a positive evaluation.**

**Needs Improvement:** The employee is not meeting the standard required functions of the category being evaluated. This is below standard. **This rating requires a written explanation by the Evaluator.**

**Exceeds Expectations:** This rating shows exceptional achievement above and beyond the job description. **This rating requires a written explanation by the employee or Evaluator.**

**Does Not Apply:** Refers to a job, activity, or category that this individual is not expected to or required to accomplish, and is not part of the job description. This rating **does not** imply a negative rating.

**SOUTHERN UNION STATE COMMUNITY COLLEGE  
FACULTY INFORMATION FORM****NAME:****REVIEWED BY:****YEAR:****DATE:**

The following is a request for information that will assist your Dean/Chair in the development of your **annual evaluation**. Please respond to the following items and return them to your Dean/Chair within two weeks. Please assemble your information in the order of this request. Following receipt of your information, your Dean/Chair will contact you for an agreement on a time for your evaluation interview and observation, if applicable.

**I. TEACHING RESPONSIBILITIES**

- A. List courses taught last year. **(Include distance education and hybrid courses.)**  
DO NOT INCLUDE SYLLABI OR COURSE MATERIAL.
- B. Describe any use of methodology, technology, equipment, library resources, course assessments, student evaluations, etc. to improve student-learning outcomes.
- C. Describe any use of methodology, technology, equipment, library resources, course assessments, student evaluations, etc. to help maintain compliance with the Americans with Disabilities Act.
- D. Note how the class is progressing towards Quality Matters standards.



**V. OPTIONAL QUESTIONS FOR YOUR CONSIDERATION**

1. Do you have any questions about your job responsibilities as outlined in your position description?
  
  
  
  
  
  
  
  
  
  
2. Please list and evaluate any changes to your job or additional duties/responsibilities assigned to you.
  
  
  
  
  
  
  
  
  
  
3. List what you consider to be your greatest strengths or accomplishments this year.
  
  
  
  
  
  
  
  
  
  
4. What changes would you like to see made to your job that would improve your performance and be beneficial to the college?
  
  
  
  
  
  
  
  
  
  
5. What accomplishments would you like to see your department or Southern Union as a whole achieve in the next three to five years?
  
  
  
  
  
  
  
  
  
  
6. Other suggestions or comments?

### **III. SERVICE**

A. Institutional (organizations, extracurricular activities, overloads, campus-wide events)

B. Community involvement (organizations, public service, leadership roles, church, committees, other)

C. Other service activities/special projects for the community or institution

### **IV. GOALS AND OBJECTIVES**

A. Describe achievement/progress of your goals/objectives since your last evaluation.

B. Describe your goals/objectives for the coming year (generally 2-4)

C. Additional comments/concerns/suggestions.

## Additional Comments Form A