Goals
• Provide a process by which a faculty member can assess his/her performance in meeting the
duties and expectations of the college as listed in the Faculty Handbook II-2 Duties of Teaching
Faculty
• Provide feedback from the faculty member’s department chair/director and dean as to
whether or not he/she has met their expectations as listed in the Faculty Handbook: Criteria
to be considered in Promotion Recommendations (APPENDIX D) and Criteria to be
considered in Tenure Recommendations (APPENDIX E)
• Provide the faculty member with opportunities and direction for professional growth and
improvement

Instructions
The following three categories are mandatory: Student Evaluation, Student Advising, and
College Service. These categories must be included in your evaluation.

You may pick any number of additional categories that you wish.

Prior to October 1, the faculty member should develop a PLAN for the academic year. The plan
should be a simple list of activities in which the faculty member expects to participate. The plan
should indicate the category to which the activity addresses; i.e. Student Evaluation, College
Service, etc. This plan must address categories from the previous year’s evaluation if the faculty
member failed to receive a check for performance acceptable to excellent along with the
recommendations for advancement or growth in that category. (If the faculty member disagreed
with the assessment of performance not acceptable or with the recommendations, the appeal
process should have been initiated and resolved.)

Prior to October 15, the faculty member will meet with the department chair/director to discuss
his/her plan. No list of expected outcomes is required unless needed to justify the activity
addresses one of the categories in the evaluation document. If the faculty member and
department chair/director do not agree on the faculty member’s plan, the appeal process should
be initiated.

Between October 15 and October 31, the division dean will review each faculty member’s
evaluation plan for growth and development and offer recommendations if perceived as needed.

The faculty member with the approval of the department chair/director may add to or delete
from the plan throughout the academic year.

Prior to April 1, the division dean and/or Vice President of Academic and Student Services
should inform the department chair/director and faculty member in writing if they have any
concerns about the faculty member’s performance and progress to being awarded tenure and
promotion in rank. These concerns should be addressed in making recommendations for
advancement and growth in next year’s evaluation document.

Prior to April 15 the faculty member and department chair/director should meet to review the
plan, to discuss any areas identified where performance is not acceptable and to discuss possible
activities for advancement and growth for the next year’s evaluation document. If consensus of agreement cannot be made, the appeal process should be initiated by the faculty member.

Between April 15 and graduation, the division dean reviews the each faculty member’s completed evaluation document. If the division dean does not concur, written documentation must be provided to the faculty member and department chair/director prior to graduation.
College Community
- Supports the mission of Jackson State Community College
- Exercises responsibility for the well-being of the institution
- Relates to the administration, faculty, and staff in a professional manner
- Supports organized activities and events of the college
- Is visible in the community as a faculty member at Jackson State
- Participates in community service activities

_____ Plan for more involvement in the college community attached

Performance acceptable to excellent _____
Recommendations for advancement or growth attached*

Student Evaluations
Participates in student evaluations with results indicated below

<table>
<thead>
<tr>
<th>Fall</th>
<th>Course</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>__________</td>
<td>_____</td>
</tr>
<tr>
<td></td>
<td>__________</td>
<td>_____</td>
</tr>
</tbody>
</table>

_____ Plan for increasing student evaluation scores attached

Performance acceptable to excellent _____
Recommendations for advancement or growth attached*

Student Advising
- Is available and serves as academic adviser to each assigned advisee
- Develops a positive relationship with advisee
- Provides accurate information
- Provides program planning for advisee
- Documents contact with advisee
- Assists students with articulation and transfer/career plans

_____ Plan of student advising initiatives attached

Performance acceptable to excellent _____
Recommendations for advancement or growth attached*

Instruction
- Maintains classroom standards of instruction consistent with departmental competencies
- Is open to considering new methodology
- Provides students with current syllabus and adheres to policies therein
- Maintains current and accurate scholarship records

_____ Plan of instructional initiatives attached

Performance acceptable to excellent _____
Student Relations
- Maintains control of class behavior and academic integrity
- Affirms the Academic Honesty Policy
- Addresses any problems dealing with student misconduct
- Treats students in a professional, respectful and fair manner

_____ Plan for enhancing student relations attached

Performance acceptable to excellent ____
Recommendations for advancement or growth attached*

Curriculum Development
- Assists in the review and revision of existing courses or programs
- Contributes in the development of new courses or programs
- Participates in identification and application of course materials
- Assists the Library in maintaining adequate resource material

_____ Plan for Curriculum Development attached

Performance acceptable to excellent ____
Recommendations for advancement or growth attached*

Faculty Development/ Professional Achievement
- Engages in opportunities for professional growth
- Is current on subject matter and pedagogy

_____ Plan for Faculty Development/Professional Achievement attached

Performance acceptable to excellent ____
Recommendations for advancement or growth attached*

College Service
- Possible service includes but is not limited to
- Contributes to college-wide committees, division committees, and departmental committees
- Serves as advisor to student club or activity
- Serves as Master Advisor
- Participates in recruitment of students

_____ Plan for College Service attached

Performance acceptable to excellent ____
Recommendations for advancement or betterment attached*
*Recommendations do not imply performance is not acceptable; however, if performance is evaluated not acceptable, recommendations must be given.

The faculty member and director/department chair met on _________ (date) to discuss expectations in this evaluation document.

Faculty Member’s Signature _________
Director/Department Chair’s Signature _________

The faculty member and director/department chair met on _________ (date) to discuss performance in each category and recommendations for advancement or betterment to be included in the Faculty member’s evaluation document next year.

Faculty Member’s Signature ______________
Director/Department Chair’s Signature ______________

I have reviewed this document and concur with this evaluation.

Division Dean’s Signature ______________
Date __________
FACULTY EVALUATION CALENDAR

The faculty evaluation calendar begins after graduation in the spring semester and ends at graduation of the next year.

May 1 - October 15

The expectation of the faculty’s evaluation document discussed and a plan for professional growth or advancement agreed upon by the faculty member and director/department chair and submitted to the division dean

The class sections for the student evaluation instrument to be agreed upon by the faculty member and the director/department chair and submitted to the division dean

October 15 - October 31

The division dean assesses each faculty evaluation document and plan for professional growth or advancement

Last Day to Withdraw - Wednesday before Thanksgiving Holidays

The student evaluation instrument administered to two distinct class sections for full-time faculty and one class section for part-time faculty member

October 15 - Graduation

Plan for profession growth/advancement amended and agreed upon by faculty member and director/department chair

April 1 - April 15

Acknowledgement of completion of plan by faculty member
Faculty member and director/department chair meet to review performance in each category and to make suggestions for advancement or betterment to be included the faculty members evaluation document next year

April 15 - Graduation

Division Dean reviews the Faculty Evaluation of each Faculty member and informs the faculty member and the director/department chair if he/she does not concur as well as whether or not
the faculty member is making progress towards being granted tenure and/or promotion if applicable