

NEW HAMPSHIRE INSTITUTE OF ART
(full-time)
FACULTY PERFORMANCE EVALUATION FORM

Faculty Name: _____ **Time Period** _____

Supervisor Name: _____

INSTRUCTIONS

Step 1: The faculty member completes the Narrative and Rating section of the form and submits it to the supervisor. Additional sheet(s) may be added for narrative section.

Step 2: The supervisor reviews the faculty's submission and completes the supervisor elements. Additional sheet(s) may be attached for narrative section.

Step 3: Supervisor schedules private meeting with faculty to review and discuss the evaluation. Both sign the form (page 4).

Step 4: Supervisor copies form for employee and self, and delivers original to Human Resources.

Narrative Section

My contributions as an educator and as a contributor to my department during school year _____ include:

My other contributions to the Institute as a whole include:

My goals and objectives for next school year are:

The types of professional development or training opportunities that might be helpful to me in my present position include:

Changes in my work environment (such as peer / collegial relationships, procedures, tools or equipment) that might enable me to be more productive in my job are:

Other suggestions that I have for improvements in my department and the Institute include:

Additional Faculty Comments:

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Supervisor Comments:

PERFORMANCE RATING SECTION

Use the following codes to indicate performance levels

4. Highly Satisfactory

Performance has consistently exceeded expectations

3. Satisfactory

Performance has met job expectations. This rating represents good solid performance.

2. Needs Improvement

Performance needs improvement and has not consistently met expectations.

1. Unsatisfactory

Performance has consistently not met job expectations. The faculty member should be / has been counseled with regard to his/her performance and how that performance must be improved within a given time limit.

PERFORMANCE RATING

For each rated item show specific examples (attach separate sheet for narratives) to support assessment.

Employee Rating Supervisor Rating

Organizational and Job Skills Rating

_____	_____	Teaching Ability and Classroom Effectiveness – Conducts academically rigorous and engaging courses that reflect as appropriate, proven and innovative pedagogy.
_____	_____	Organization and Planning – Undertakes required prep. work & planning. Looks for ways to improve teaching performance and assessment techniques. Keeps up with the most current information, resources and technology where appropriate.
_____	_____	Technical Knowledge – Has thorough understanding & is able to apply this knowledge and skill in the performance of the job.
_____	_____	Quality – Completes work according to schedule. Follows standards & procedures. Keeps complete records. Attends to details. Monitors progress on prescribed goals and targets, provides timely & specific feedback on progress toward goals.
_____	_____	Workload – Produces expected quantity of assignments within stated timeframes.
_____	_____	Analysis and Problem Solving – Understands and defines problems clearly. Develops realistic and/or innovative solutions. Participates constructively in team problem solving.

_____ _____ **Judgment and Decision Making** – Arrives at sound, timely decisions after balanced consideration of facts; distinguishes between practical and impractical solutions; maintains confidentiality and demonstrates a high degree of integrity.

_____ _____ **Service** – Supports student recruitment & retention to expand enrollment. Participates in Institute programs.

Communication Skills

_____ _____ **Oral Communication** – Expresses ideas and information effectively, courteously, & clearly.

_____ _____ **Listening Skills** – Listens attentively to others & their assessments, opinions, & judgment.

_____ _____ **Written Communication** – Writes concisely & professionally; clearly expresses ideas & information.

Interpersonal Skills

_____ _____ **Attitude and Commitment** – Maintains a positive attitude & professional demeanor. Interacts positively / professionally with students & Institute constituents.

_____ _____ **Working with Others** – Is sensitive to the needs and feelings of others, develops rapport and trust, accepts inter-personal differences, deals effectively with others regardless of level or status and always demonstrates respect for others. Encourages open and candid communication.

_____ _____ **Dependability** – Honors agreements and commitments. When necessary, renegotiates ahead of time.

_____ _____ **Overall Performance Rating** **(average of above items)**

Receipt of Performance Appraisal

Faculty Signature

Date

Supervisor Signature

Date