

Annual Evaluation

Faculty

Evaluation According to the Job Description

Name: _____ Date: _____

Evaluation Conducted by: _____

(1 – Poor; 2 – Acceptable; 3 – Average; 4 – Good; 5 – Excellent)

Responsibilities	1	2	3	4	5
1. Ensure institutional commitment to the Mission and Vision of the College;					
2. Model Christ-likeness in all aspects of personal and institutional life;					
3. Teach through modeling the learning process, with proper preparation and personal interest;					
4. Meet the standards of classroom etiquette and policy as described throughout the Faculty Handbook, Academic Catalog, and Code of Ethics;					
5. Create, submit for approval, and implement a comprehensive and appropriate syllabus for each course, based on approved Student Learning Outcomes and the Course Description;					
6. Uphold all faculty guidelines regarding classroom time, student workload requirements, syllabus modification requirements, etc.;					
7. Provide appropriate and timely feedback to students, including returning assignments to students within two weeks, and regularly updating Populi with grades and attendance;					
8. Notify the Head of Program and/or Dean of Academics when students indicate or demonstrate they are at risk (academically, spiritually, etc.);					
9. Review and incorporate assessment analysis in teaching, course design, etc.;					
10. Attend and participate in faculty meetings, collegiums, prospective weekend, special events, etc.					
11. Assist the Head of Program and Dean of Academics in the process of assessment and strategic planning within the divisions of academics and faculty;					
12. In matters of conflict and discipline, demonstrate love and discipleship consistent with scripture to promote reconciliation and unity;					
13. Maintain confidentiality and professional discretion with student records, student grades and coursework, disciplinary action, and internal institutional discussions;					
14. Other duties as assigned by the President or Board of Trustees.					

Summary Evaluation from Courses Taught (if applicable):

Areas of Praise (if applicable):

Areas of Needed Improvement (if applicable):

Additional Comments:

Response by Employee (if desired):

Signature of Reviewer:

Signature of Employee
