

Faculty Evaluation Scale Plans

Faculty may choose from among Scale Plans A, B, C. Administrators-Plan D. (See explanation of scales below.)

FACULTY EVALUATION	MAXIMUM % POINTS/PLAN			
CATEGORY	A	B	C	D
Scholarly Activities	20	10	30	–
Teaching/Related Activites	50	60	50	–
Service to the College	20	20	15	–
Community Service	10	10	5	–
Administrative Responsibilities	0	0	0	<u>30</u>
TOTAL POSSIBLE % POINTS	100	100	100	100

SCALE A: Base Scale-Most full-time faculty.

SCALE B: More heavily weighted in teaching, less in scholarly activities.

SCALE C: Heavily weighted in scholarly activities, less in community service.

SCALE D: For administrators, researchers, etc.-Weights based on Assigned responsibilities.

Instructions and Comments- Enter your plan (A-D) at the top of the next page. Administrators must use plan D. If you are evaluating an administrator also use the Administrative Effectiveness Report. Supervising colleagues must use discussion forms to give performance feedback or related information to evaluatee.

**Talladega College
Office of Academic Affairs**

FACULTY EVALUATION CRITERIA: PLAN_____

Criteria and Scale Plan (Possible % Points) Earned % Points

I. Scholarly Activities () _____

1. Publications
2. Art Exhibits
3. Concerts/Recitals
4. Presentations at Conferences, Workshops, etc.
5. Serving on and chairing panels
6. Other

II. Teaching and Related Activities () _____

1. Student Evaluation
2. Supervising Colleague Evaluation
3. Colleague Evaluation
4. Other

III. Service to the College () _____

1. Committee work
2. Recruitment
3. Public Relations
4. Attendance
5. Other

IV. Community Service () _____

1. Outreach Programs
2. Community organizations
3. Participation boards
4. Mentoring/Interaction with schools
5. Other

Total Points Possible (100) earned % points

Evaluator: _____ **Evaluatee:** _____

Date: _____ **Date:** _____

**TALLADEGA COLLEGE
FACULTY
EMPLOYEE/SUPERVISOR DISCUSSION FORM**

EMPLOYEE NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

ADMINISTRATIVE UNIT: _____

DISCUSSION TOPICS

Scholarly productivity, teaching productivity, and college and community service productivity as related to job description, performance, unit goals, and objectives, college goals and objectives and the academic planning process. Recommendations from most of the recent self-study and the college's strategic plan are to serve as the criteria referenced discussion. Include plans for improvement. Use separate sheet if necessary.

SUPERVISOR'S OBSERVATIONS: _____

EMPLOYEE OBSERVATIONS: _____

SIGNED: _____ DATE: _____
EMPLOYEE

SIGNED: _____ DATE: _____
SUPERVISOR

SIGNATURE DOES NOT NECESSARILY MEAN AGREEMENT, ONLY THAT THE EMPLOYEE HAS SEEN AND DISCUSSED THIS DOCUMENT WITH THE REVIEWERS.

Name of Administrator _____

ADMINISTRATIVE EFFECTIVENESS REPORT

INSTRUCTIONS:

Each department chairperson, divisional chairperson, and program coordinator shall evaluate his/her administrative effectiveness annually by having each member of his/her administrative unit complete this form at the end of the second semester. Copies of each completed form shall be submitted to the Vice President for Academic Affairs and to the administrator.

Complete each item by encircling the appropriate number.

- NA (0) = Not applicable or don't know.
- SA (4) = Strongly agree.
- A (3) = Agree.
- D (2) = Disagree.
- SD (1) = Strongly disagree.

The above named administrator:

	NA	SA	A	D	SD
1. Is an effective leader who instills enthusiasm for the work of the department/division and Talladega College.	0	4	3	2	1
2. Inspires a concern for the achievement of their professional goals by members of the department/division.	0	4	3	2	1
3. Is aware of new developments in his/her field and in higher education generally.	0	4	3	2	1
4. Gives careful attention to detail.	0	4	3	2	1
5. Appraises situations and problems impartially.	0	4	3	2	1
6. Is a skillful mediator of conflicts	0	4	3	2	1
7. Is a good fair judge of people.	0	4	3	2	1
8. Is a good decision maker.	0	4	3	2	1
9. Knows how to say "no" effectively.	0	4	3	2	1
10. Puts others first.	0	4	3	2	1

You may comment on any of the responses in the space below.

Continue on the back of this page if necessary.

SIGNED _____ DATE _____