

Northern Oklahoma College -- Faculty Self Evaluation Instrument - for year _____

Northern Oklahoma College is committed to promoting effective instructional performance and significant institutional service. In order to evaluate these areas, each faculty member is asked to assess his/her performance and involvement using the following criteria.

Faculty Name _____ Division _____ Date _____

Rating Scale: 5=Always (100%) 4=Usually (99% - 75%) 3=Often (74% - 50%) 2=Sometimes (49% - 25%) 1=Rarely (24 %-1%) 0=Never (0%)

INSTRUCTIONAL PERFORMANCE

		<u>Rating</u>	<u>Comments</u>
1. Meets administrative deadlines—e.g. annually updates resume when changes have occurred, submits syllabi to Office of Academic Affairs and Division Chair before class begins and submits grade reports and other rosters on time.	Faculty:		
	Division Chair:		
2. During the first week of class, informs students of course objectives and relevance of subject matter, grading criteria, and any major assignments.	Faculty:		
	Division Chair:		
3. Is prepared and organized for class and uses classroom time effectively, covering course objectives and subject matter thoroughly.	Faculty:		
	Division Chair:		
4. Maintains classroom atmosphere conducive to learning—controlling disruptions and showing students a willingness to answer questions and offer additional help.	Faculty:		
	Division Chair:		
5. Communicates effectively with students, expressing ideas clearly and using a variety of teaching methods and examples to address varied learning styles of students and to apply principles.	Faculty:		
	Division Chair:		

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INSTRUCTIONAL PERFORMANCE

		Rating	Comments
6. Measures student progress effectively, realistically, and fairly at a minimum of every two weeks per student per class, offering study techniques as needed.	Faculty:		
	Division Chair:		
7. Is reliable and punctual when performing instructional duties (i.e., on time to class, maintains grade book, returns exams and papers, etc.).	Faculty:		
	Division Chair:		
8. Posts office hours and keeps them and is available at other times to schedule out-of-class student conferences.	Faculty:		<u>Number of office hours per week (actually spent in office):</u> <u>Hours per week conducting special help group sessions or other special assignments (please list assignments):</u>
	Division Chair:		
9. Uses students' evaluation of the course and other institutional and program assessment measures for instructional improvement and curriculum decisions.	Faculty:		
	Division Chair:		
10. Enhances course content and instruction by consulting sources outside of the textbook (i.e., other instructors' and Division Chair's suggestions, journal readings) and incorporating critical thinking exercises.	Faculty:		
	Division Chair:		
11. Effectively uses technology as a resource, for instruction, maintaining accurate records, and communicating with students (e.g. Blackboard).	Faculty:		
	Division Chair:		

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INSTRUCTIONAL PERFORMANCE

		<u>Rating</u>	<u>Comments</u>
12. Accepts criticism and suggestions in a professional manner.	Faculty:		
	Division Chair:		
13. Pursues instructional excellence through professional development activities and enrichment.**	Faculty:		
	Division Chair:		

INSTRUCTIONAL PERFORMANCE SUMMARY

**Please list organizational memberships, leadership positions or personal activities within those professional organizations, and other professional development activities completed this academic year (i.e. courses completed, seminars attended, publications, etc.)

Additional Strengths:

Additional Areas for Improvement/Enhancement:

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INSTITUTIONAL SERVICE

		<u>Rating</u>	<u>Comments</u>
1. Cooperates with colleagues and administration in carrying out policies, procedures, and regulations of the college.	Faculty:		
	Division Chair:		
2. Participates as a Graduation Adviser in the student advisement and enrollment processes and keeps appropriate student records (i.e. enrollment, plan of study, graduation check sheets, etc.).	Faculty:		
	Division Chair:		
3. Represents Northern in leadership positions respectively in Tonkawa, Enid, and Stillwater and/or in applicable area communities and adheres to professional ethics and demonstrates positive attitudes toward the college and colleagues.	Faculty:		<u>List of civic and cultural organizations and/or community service presentations and activities:</u>
	Division Chair:		
4. Participates in institutional committees and college-related activities and events.	Faculty:		<u>List of activities or committee assignments and average hours per week:</u>
	Division Chair:		
5. Sponsors/Co-sponsors student organizations.	Faculty:		<u>List of student organizations sponsored or co-sponsored:</u>
	Division Chair:		

Additional Strengths:

Additional Areas for Improvement/Enhancement, and/or Personal and Departmental Goals:

Faculty Member's Signature

Date

Division Chair's Signature

Date