



OZARKS TECHNICAL COMMUNITY COLLEGE

Instructor Name:

Supervisor Name:

Date:

Performance evaluation criteria were established from the essential job duties listed on the OTC position description: **Instructor – Technical Education.**

TEACHING				
Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	Criteria from position description:		
		Provide quality instruction which is reflective of current discipline standards and is accurate, relevant, and engaging using college-approved curriculum and resources.		
		Actively engage and interact with students using intentional best practice teaching strategies.		
		Plan and prepare the learning environment with needed materials and supplies.		
		Present course content in an unbiased and civil manner, while demonstrating respect, helpfulness, and responsiveness toward students.		
Comments:				

CLASSROOM OBSERVATION		
Needs Improvement Attach copy of classroom observation worksheet to evaluation	Meets expectations	Not Applicable Academic year for next classroom observation:
Comments:		



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SERVICE				
Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	Criteria from position description:		
		Schedule and keep a minimum of five office hours per week convenient to students.		
		Assist in addressing student concerns regarding advisement, placement, and course difficulties.		
		Work with program advisory committees; serve as partners with local industry.		
		Facilitate student recruitment; assist in the promotion of programs.		
		Assist in textbook and course material selection; assist with curriculum development and modification of programs.		
		Actively participate in department and division meetings, events, and initiatives.		
		Sponsor student clubs and/or organizations, as appropriate.		
Comments:				

PROFESSIONALISM				
Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations
Needs Improvement	Meets Expectations	Criteria from position description:		
		Develop a course syllabus for each class taught using the approved course abstract and syllabus template.		
		Demonstrate professional conduct, positive attitude, and supportive culture.		
		Maintain appropriate record keeping for assigned classes to include student attendance, record of grades earned, and other related classroom information.		
		Complete professional development training hours and maintain appropriate professional certification, as necessary.		
		Exhibit exemplary attendance and punctuality.		
		Comply with college policies and procedures.		
		Perform other duties as assigned, including participating in commencement, attending college functions, serving on committees, and attending community events.		
Comments:				

Instructor Signature

Supervisor Signature

Date



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Annual Performance Review – Personal Reflection

Instructor name:

Academic year:

Please briefly reflect on your teaching over the last year. Write a response in each section. Additional pages may be attached.

In considering your teaching, service, or professionalism over the last academic year, what are you most proud of?

What is an area of teaching, service, or professionalism would you like to improve during the next academic year?

What is your plan for accomplishing this goal?

What can your supervisor, department chair/program director, or the college do to support you?

What strengths, challenges, or goals are inferred after reviewing your course retention rates?