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 – Health Sciences.

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.
		Incorporate pedagogical strategies such as active learning, authentic and problem-based activities, and other successful teaching strategies into classroom instruction.
		Foster a positive classroom learning environment by presenting information in a way that is inclusive to all learners, including the assurance of Section 508 accessibility.
		Present course content in an unbiased and civil manner, while demonstrating respect, helpfulness, and responsiveness toward students.
		Demonstrate reflective practice, including assessment of student learning. This includes ongoing formative assessments, as well as official departmental assessment.

Comments:

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

Comments:

SERVICE				
Does not meet expectations	Sometimes meets expectations	Meets expectations	Frequently exceeds expectations	Always exceeds expectations

Needs Improvement	Meets Expectations	Criteria from position description:
		Assist in student outreach and recruitment for college, Health Sciences division, and program.
		Actively participate in department and division meetings, events, and initiatives.
		Mentor adjunct instructors in their academic department or program area, as needed.
		Monitor students at practicum sites, while also traveling regularly to OTC extension sites, as needed.
		Participate in curriculum development and work with advisory committees, as needed.
		Provide accurate and appropriate academic advising.

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:
		Maintain currency of knowledge and skill in field of specialization and areas of instruction.
		Maintain professionalism and vocational certifications, as required by position.
		Develop a course syllabus for each class taught, using the approved course abstract and syllabus template.
		Participate in required number of hours of professional development each year, ten of which must focus on fostering teaching improvement.
		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

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?