The faculty member shall develop a Performance Plan with specific goals to be implemented during the academic year. This is a working document with opportunities for adjustments throughout the year. The dean and the faculty member must come to an agreement on the initial goals by September 15 (see Appendix 1 for deadlines). The Performance Plan may reflect the two categories of Teaching and Service, but the plan is individual to the faculty member and their specific teaching and service obligations.

Summarized below is the Performance Plan and Evaluation process. Please refer to [SP3-31](https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-31-evaluation-of-faculty-job-performance/) for details (see Appendix 1). Faculty will be evaluated according to their documented responsibilities, job descriptions, and the ability to meet program, college, and System Board goals related to their area of responsibility (see Appendix 5)

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* **Initial Plan** – The faculty member and their dean will meet **no later than** **September 15th** to develop an initial Performance Plan. Faculty will prepare a draft Performance Plan, including a narrative on projected activities or improvements for the academic year, to be sent to the dean **at least two days prior** to the planning meeting. Keep in mind the Performance Plan is a working document and changes during the year are possible based on changing workloads and/or other events.
* **Mid-Year Review** - The Performance Plan is reviewed and revised during the evaluation meeting between the faculty member and their dean between the end of fall semester and **no later than February 15th**. Mid-year updates must be sent to the dean **at least two days** prior to the meeting. Mid-year discussions and any adjustments to the work plan must be documented with signatures and date.
* **Year-End Review** - Faculty will submit a performance self-evaluation to their dean **at least two days prior** to the scheduled end-of-year performance evaluation meeting. The faculty member shall create a narrative summary describing their activities for the year and the impact of those activities on their own development, their students, the division, and the college. The end-of-year evaluation may include a supervisor evaluation, student evaluations, and other documentation. The faculty member and their dean will complete the Performance Plan Evaluation **no later than April 30th**. Signed final evaluations will be sent to HR for the faculty member’s employment file.

There are three performance ratings: Exemplary, Commendable, and Needs Improvement. Performance evaluations and ratings shall be in narrative - not numerical - form. Only faculty members whose overall performance rating is “Commendable” or above are eligible for salary increases. For full definitions of performance ratings, see Appendix 2.

The dean shall determine an overall evaluation rating for the faculty member. The dean shall include a brief written justification of his/her overall rating of the faculty member. If there are any areas that “Fail to Meet Expectations” of the college, the dean shall offer opportunities for remediation of the deficits.

The faculty member will receive a copy of the formal evaluation and shall have the opportunity to respond in writing. The faculty member may petition for a review of the formal evaluation to the College President.



**Faculty Performance Plan & Evaluation Document**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **FACULTY NAME** |  | **S NUMBER** |
|  |  |  |
| **FACULTY JOB TITLE** |  | **ACADEMIC YEAR** |

 **Performance Plan**

 In addition to meeting all the duties required of a faculty member (see Appendix 5), identify ***up to five*** goals that go beyond the minimum requirements of your job description. You may write your goals in outline or narrative form (one per box). The final rating is based on satisfactory performance of all job responsibilities as well as the **quality (not quantity) and execution** of the goals in instruction and service (see Appendix 4).

 Align each goal to MCC’s Strategic Plan (see Appendix 3) and check the appropriate strategic plan item(s) it maps to. The outline or narrative should include an in-depth explanation of how the goal maps to the strategic plan (see Appendix 3).

 State how you will assess your goal(s).

**Goal One’s Outline or Narrative**

**MCC’s Strategic Plan (Check all that apply)** **For reference see full strategic plan in appendix 3.**

[ ]  **Student Access**

[ ]  **Student Success**

[ ]  **Teaching Excellence**

[ ]  **Community Success**

[ ]  **Operational Effectiveness**

**Goal Two’s Outline or Narrative**

**MCC’s Strategic Plan (Check all that apply) For reference see full strategic plan in appendix 3.**

[ ]  **Student Access**

[ ]  **Student Success**

[ ]  **Teaching Excellence**

[ ]  **Community Success**

[ ]  **Operational Effectiveness**

**Goal Three’s Outline or Narrative**

**MCC’s Strategic Plan (Check all that apply) For reference see full strategic plan in appendix 3.**

[ ]  **Student Access**

[ ]  **Student Success**

[ ]  **Teaching Excellence**

[ ]  **Community Success**

[ ]  **Operational Effectiveness**

**Goal Four’s Outline or Narrative**

**MCC’s Strategic Plan (Check all that apply) For reference see full strategic plan in appendix 3.**

[ ]  **Student Access**

[ ]  **Student Success**

[ ]  **Teaching Excellence**

[ ]  **Community Success**

[ ]  **Operational Effectiveness**

**Goal Five’s Outline or Narrative**

**MCC’s Strategic Plan (Check all that apply) For reference see full strategic plan in appendix 3.**

[ ]  **Student Access**

[ ]  **Student Success**

[ ]  **Teaching Excellence**

[ ]  **Community Success**

[ ]  **Operational Effectiveness**

**Initial Performance Plan Agreement**

I have attended my performance planning session and concur with the written goals.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Faculty Print Name |  | Faculty Signature  |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Dean/Supervisor Print Name |  | Dean/Supervisor Signature  |  | Date |

**Mid-Year Adjustments and Progress**

Description of mid-year changes in Teaching and/or Service, if applicable, and report on progress toward meeting job duties and goals.

* The faculty member and dean will provide a narrative description in the boxes below regarding (1) any mid-year changes as well as (2) progress toward regular performance expectations and yearly goals.
* Provide any other information or context needed for changes (e.g., per discussion with supervisor; based on course load change)

**Faculty narrative:**

**Dean/Supervisor’s narrative:**

I have attended my mid-year meeting and concur with the mid-year changes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Faculty Print Name |  | Faculty Signature  |  | Date |

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Dean/Supervisor Print Name |  | Dean/Supervisor Signature  |  | Date |

**End-of-Year Performance Summary**

Evaluation Details on Goals

* Provide a written narrative about both your goals and how you have fulfilled the regular duties required of a faculty member.
* Consider the following questions when crafting this section of the self-evaluation
	+ How did your goals align to System Board goals, college strategic directions, instructional goals, or center/program objectives?
	+ What were the outcomes?
	+ What activities were completed?
	+ What was the impact of any professional development activities you participated in on the students, or the program/college?
	+ How have you fulfilled the performance expectations of a faculty member as outlined in your job description?

**Overall Evaluation Rating**

|  |
| --- |
| Please check ( √) one box: |
| [ ]  Needs Improvement | [ ]  Commendable | [ ]  Exemplary |

**Dean/Supervisor’s Narrative for the Rating (required)**

The dean shall provide a summary of the faculty member’s performance over the academic year. Include the faculty member’s strengths and any remediation for areas for improvement.

**Faculty Member’s Response (optional)**

The faculty member has the opportunity to respond to the formal evaluation for the record.

I have reviewed this appraisal and have been given the opportunity to discuss it with my supervisor. A final copy will be forwarded by the dean/supervisor to the faculty member and Human Resources.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Faculty Print Name |  | Faculty Signature  |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Dean/Supervisor Print Name |  | Dean/Supervisor Signature  |  | Date |