

Navajo Technical University
EPA-15 Employee Evaluation Rating Form for Faculty Instructors

Evaluation Period From: _____ To: _____ Evaluation Type: Probation Annual Exit

Employee Name, Title: _____

Supervisor Name, Title: _____

*5-Excellent 4-Above Average 3-Average 2-Below Average *1- Unsatisfactory N/A- Not applicable				
* Responses in these categories require explanation in 'Overall Rating'				
*5 - Excellent	4 - Above average	3 - Average, Meets Standards	2 - Unsatisfactory, Does not fully meet Standards	*1 - Unsatisfactory
Regularly makes exceptional contributions that have a materially positive impact on department, accomplishments are unique, exceptional and significant. Consistently exceeds all job requirements.	Frequently exceeds performance expectations/objectives, accomplishments are clearly and frequently above what is required.	Consistently meets job standards and may occasionally exceed performance expectations or objectives. Consistently performs in a reliable and professional manner.	Frequently does not meet performance expectations/objectives. Does not consistently achieve targets.	Consistently performs in an unsatisfactory manner. Employee does not meet most established performance requirements.
CRITICAL: Must be met or exceeded for program to meet its objective		MAJOR: Must be met for individual to be effective	SECONDARY: Should be met but will not preclude individual/program effectiveness	

1. Excellence: Examples of behavior include 1) providing services to students, colleagues and the public; 2) working effectively and productively as a team member; 3) producing high-quality results; 4) learning from mistakes.

Describe how this value has been demonstrated:	Rating

2. Integrity and Professionalism: Examples of this behavior include 1) Consistently engaged in work related activity and making productive use of work time; 2) Accepting responsibility and accountability for own actions; 3) Adherence to specified safety standards; 4) Maintains the personal appearance and demeanor of a teacher; 5) Complies with work rules and NTC Policies and Procedures.

Describe how this value has been demonstrated-	Rating

3. Diversity within the Academic Community: Examples of this behavior include 1) Treating all persons with respect and civility; 2) recognizing and respecting differences of culture, ethnicity, gender, nationality, religion, language and academic disciplines. 3) Accommodation and respect for persons with disabilities.

Describe how this value has been demonstrated-	Rating

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4.Creativity and Initiative: Examples of this behavior include 1) Willingness to explore new ideas; 2) encouraging creativity; 3) seeking innovative solutions and approaches; 4) adapting well to changes in the work environment.

Describe how this value has been demonstrated-	Rating

5.Teaching Effectiveness: Examples of this behavior include 1) Knowledge of subject matter; 2) Organization and clarity of presentations, directions and assignments; 3) use of appropriate teaching methods and techniques; 4) Use of questioning and demonstrations as teaching techniques; 5) evidence of good lesson preparation.

Describe how this value has been demonstrated-	Rating

6. Academic Freedom: Examples of this behavior include 1) An enthusiastic interest in the learning process; 2) keeping current in ones field; 3) Curriculum development, advising and outreach work; 4) demonstrating open-mindedness towards people who hold different opinions other than one's own.

Describe how this value has been demonstrated-	Rating

7. Access and Student Success: Examples of behavior include 1) evidence of a helpful and empathetic relationship with students; 2) encouraging full class participation; 3) Ability to counsel students affectively; 4) Ability to summarize and respond with clarity to student questions; 5) has a strong command of both technology and teaching aids to contribute to student success.

Describe how this value has been demonstrated-	Rating

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8.Planning: Examples of behavior include 1) clearly stated lesson objectives; 2) develops reasonable and workable syllabi and course outlines; 3) devotes time to assisting students after class; 4) Sets out reasonable and attainable goals and objectives

Describe how this value has been demonstrated-	Rating

2. Overall Rating - Supervisor's Comments:

Use the information obtained in questions 1-8 (both rating and support information) to develop an Overall Rating. Select an Overall Rating Evaluation from the chart below and provide a narrative description that supports this rating.

5) Excellent _____ 4) Above Average _____ 3) Average _____ 2) Below Average _____ 1) Unsatisfactory _____

This is the most appropriate evaluation rating because:

3. Employee Comments: Please write any comments you would like included with your performance review (Optional).

I have had the opportunity to review this document and discuss its content with my supervisor. My signature acknowledges that I have been informed of my performance ratings, but this does not necessary indicate agreement. Information on the process for resolving disagreements regarding a performance review can be found in the Employee Handbook under Performance Review Policy.

Employee Signature

Date

Reviewing Supervisor (Dept Chair) Signature

Date

Dean/Director Signature

Date

Attachments: Please attach your Goals and Objectives Form that identifies the employees career development plans and the actions to be taken in order to achieve these goals. Employee will receive a copy of this form which will serve as a timeline of when each action is to be completed. Failure by an employee to comply could result in delay of processing raise recommendations or promotions.

Reviewed by Human Resouces Director

Date

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Goals and Objectives Form - EPA 002
All Employees

Employee's Improvement Needs:

Performance Objectives/Initiatives and Timelines:

1.

2.

3.

Employee's Comments:

*Add additional sheets if necessary

I understand that my signature only indicates that I have read and discussed this part of my Performance Review with my Supervisor. It does not necessarily mean that I agree with the evaluations contents. I may attach additional written comments if desired.

We attest that as part of the evaluation process, the employee's job description has been reviewed and updates have been made as needed.

Employee Initials _____ Supervisor Initials _____

We attest that as part of the evaluation process, professional development activities and related objectives have been reviewed.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

This form must be attached to the Employee Rating Forms