

BRIEF APPRAISAL FORM FOR SCFA INSTRUCTORS

COMPLETED BY APPROPRIATE SUPERVISOR

**HUMAN
RESOURCES**



Employee Name:	Department:	Evaluator:
Period Evaluated:	Last Comprehensive Eval:	Next Comprehensive Eval:

BRIEF OVERVIEW OF INSTRUCTIONAL DUTIES:

TEACHING: Using the feedback received from student evaluation of instruction, comment on areas of strength and those that need improvement. Add specific student feedback where appropriate.

GENERAL EXPECTATIONS:

S = Satisfactory

NI = Needs Improvement

N/A = Not Applicable

	S	NI	N/A
1. Works cooperatively and respectfully with students.			
2. Works cooperatively and respectfully with other college staff.			
3. Works cooperatively and respectfully with relevant outside agencies.			
4. Is open to suggestions for improved methods and procedures.			
5. Is tolerant and flexible when dealing with conflict.			
6. Is reliable and accountable in fulfilling responsibilities (e.g. meets deadlines/is punctual).			
7. Contributes to a helpful and supportive environment with students, staff and faculty.			
8. Consistently conducts all college activities in an ethical, fair and honest manner.			
9. Gives clear and effective verbal and written communication			
10. Consistently applies relevant college policies and procedures.			

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OTHER SERVICE TO THE COLLEGE: There are many other activities undertaken by employees which are of service to the College. These should be noted in the space below. They may include course and/or program development, revision of courses or “packaging” of courses for distance education, service on advisory or articulation committees, sponsorship of student organizations, organization and implementation of extra-curricular student activities, and College or departmental administrative assignments.

PROFESSIONAL DEVELOPMENT: Specific activities undertaken during the past year (including the professional development period) and continuing professional activities which have contributed to the professional growth of the instructor should be listed below. These may include working toward a higher degree or taking courses, visiting other colleges, participating in campus or non-campus staff development activities, attending professional organizations, subscribing to professional journals, publishing or presenting papers, performing, exhibiting, and receiving professional recognition (awards, honours, etc.).

EMPLOYEE SELF-ASSESSMENT: Completed and attached to this appraisal: YES NO

PERFORMANCE APPRAISAL SUMMARY:

A) Current Performance Appraisal Summary Comments	B) Follow-up From Previous Performance Appraisal, Where Relevant

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- CHECK APPROPRIATE BOX:** Appraisal satisfactory Appraisal satisfactory with some recommendations. Details attached
- Appraisal unsatisfactory and at least one of the following is required. Details attached.
- action plan
 - comprehensive evaluation

School Chair/Department Head

Date

Signature

EMPLOYEE RESPONSE TO APPRAISAL:

The appraisal has been discussed with me.

Instructor

Date

Signature

School Chair/Department Head

Date

Signature

Dean

Date

Signature