

QUEENSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

ANNUAL EVALUATION OF MEMBER OF THE TEACHING FACULTY

Department _____

(Review of total academic performance and professional progress, for the current year and cumulatively to date for each employee other than tenured full professors; for tenured full professors the evaluation is optional. The annual evaluation conference must be scheduled no later than **March 1**. It will subsequently be placed in the staff member's personnel file in the Office of Faculty and Staff Relations. In all cases the staff member evaluated is to be given a copy within ten working days following the conference.)

Name of Employee Evaluated Rank of Employee Name of Evaluator Conference Date

MEMORANDUM OF DISCUSSION, EVALUATION CONFERENCE:

On the above date, I discussed with the subject employee his/her total academic performance and professional progress to date. The items listed below were reviewed.

1. Achievement of Goals (Accomplishments)

Last year's goals	Completed (y/n/p)	Comments
1.		
2.		
3.		

2. Teaching

a) Peer Evaluations:

- ☐ Peer evaluations are generally positive
☐ Peer evaluations suggest need for improvement

Comments:

b) Student Evaluations

- ☐ Student evaluations are generally positive
☐ Student evaluations suggest need for improvement

Comments:

3. Department/College/University Committees

Committee	Activities
1.	
2.	
3.	

4. Departmental/College/University Contributions – *(New Curriculum Development, New Program Development, Work on Grants (not as PI or coPI), Presentations at College Events, etc)*

Activity	Activities
1.	
2.	
3.	
4.	
5.	

5. Student Advisement/Mentoring (include student presentations and publications)

6. Willingness to Cooperate With Others for the Good of the Students, Colleagues, Department and the College.

7. Community Service in discipline *(Math/Science Fair judge, Editor for publication, etc)*

Activity	Activities
1.	
2.	

8. Professional Development

- a) Peer reviewed publications (identify journal articles, conference proceedings, etc.)
- b) Other publications

c) Conference presentations - *specify if regional or national conference (Do not include student presentations such as the Honors conference; that should go under Student Advisement /Mentoring.)*

d) Grants funded (specify if PI or coPI, funding source, title of grant, amount)

e) Degree Attainment (after time of hire)

f) Creative Works in Individual's Discipline

g) Other

9. Goals for next year

10. Recommendations from evaluator

On the basis of the total review, I stated to the employee the employee's overall performance and progress was considered:

☐ Satisfactory

☐ Unsatisfactory

Signature of Evaluator

Date

I certify that I have received this date a copy of the Memorandum of Discussion based on the Annual Evaluation Conference. I understand that my signature shall not be deemed to constitute my approval of the contents of the memorandum.

Signature of Employee Evaluated

Date

Initials

FOR MEMORANDA IN WHICH OVERALL EVALUATION IS UNSATISFACTORY:

I hereby request an appearance in person before a meeting of the Departmental Committee on Personnel and Budget.

Signature of Employee Evaluated

Date

Initials