

Academic Professional Assessment by Duties

Name of Employee: _____

Position: _____

Name of Evaluator: _____

Date: _____

Excellent Good Adequate Needs Improvement

ARTICLE 5.1 PROFESSIONAL DUTIES				
NON-DISCRIMINATION				
Provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status.	4	3	2	1
REMAIN CURRENT				
Remain current in respective field(s). Teaching Faculty assigned to programs that train students for employment in fields which require certification or licensure shall possess certification or licensure which meets or exceeds that required for employment in the field.	4	3	2	1
COLLEGE SAFETY				
Maintain College safety standards in work area(s); ensure that students are trained in good safety practices; and make reasonable efforts to ensure that students follow good safety practices. (See Article 27.4, Faculty/AP Agreement.)	4	3	2	1
COMPLY WITH POLICIES				
Comply with published College Policies and Procedures. Management will notify employees of those policies and procedures applicable to their work.	4	3	2	1

ARTICLE 5.7 JOB SPECIFIC DUTIES				
KNOWLEDGE, SKILLS, AND ABILITIES				
Maintains knowledge, skills and abilities to perform job as outlined in the position description.	4	3	2	1
PRINCIPAL ACCOUNTABILITIES				
•	4	3	2	1
•	4	3	2	1
•	4	3	2	1

Performance of Assigned Duties (7.411) - STRENGTHS/ WEAKNESSES:

Professional Development (7.412) - STRENGTHS/ WEAKNESSES:

College Service (7.413) - STRENGTHS/ WEAKNESSES:

ASSESSOR'S NAME: _____

DATE: _____

ASSESSOR'S SIGNATURE: _____

I HAVE READ THE ABOVE AND AM AWARE THAT IT WILL BECOME PART OF MY DEPARTMENT AND/OR PERSONNEL FILE. I ALSO UNDERSTAND THAT I MAY WRITE A RESPONSE TO THIS EVALUATION FOR INCLUSION IN MY DEPARTMENT AND/OR PERSONNEL FILE.

EMPLOYEE'S NAME: _____

DATE: _____

EMPLOYEE'S

SIGNATURE: _____