

OCCC

Faculty Performance Appraisal

Self-Appraisal

Faculty Job Description Requirements: Answer Yes, No, or NA (Not Applicable). Provide a written response or supporting materials for each item (In each box, start typing at the → . The box will expand as you type).

PRIMARY RESPONSIBILITY:

_____ 1. Provided quality instruction. →

SECONDARY RESPONSIBILITIES:

_____ 2. Maintained posted office hours. →

_____ 3. Served as an academic advisor. →
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_____ 4. Managed program and course curricula by helping select textbooks, evaluating learning materials, and writing course syllabi. →
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_____ 5. Maintained a flexible schedule to meet program and department needs. →
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_____ 6. Contributed to developing, implementing, and evaluating approved academic programs and developing new academic programs to meet community needs. →
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_____ 7. Fulfilled course, program, and department goals and objectives. →

_____ 8. Participated in the assessment of student learning outcomes for the program and/or department.

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_____ 9. Responded in a timely fashion to information requests from program, division, and college administrators.

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_____ 10. Attended department, division, and college meetings.

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_____ 11. Acquired new knowledge and skills as appropriate for academic discipline.

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_____ 12. Maintained license or professional certification specific to program requirements.

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_____ 13. Developed and implemented a professional development plan.

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_____ 14. Participated in on-campus staff development opportunities.

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_____ 15. Participated in mutually agreed upon committees.

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_____ 16. Satisfied objectives for mutually agreed upon special assignments.

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_____ 17. Participated in faculty-related activities that attract and retain students.

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_____ 18. Supported the College's vision, mission, goals, and priorities.

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_____ 19. Abided by the policies and procedures published in the Board of Regents' Policies and Administrative Procedures Manual.

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APPLICATION FOR MERIT CONSIDERATION

If you feel you have met the primary and applicable secondary performance standards and would like to be considered for recognition of merit, decide which one or both merit opportunities best fits your performance. *Check the item(s) that apply to you and list below each heading the activities or accomplishments that you feel apply to merit and attach supporting evidence.*

_____ *Recognition of a significant accomplishment.*

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_____ *Exceeded the requirements in the primary performance standard and/or secondary performance standards.*

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