

INSTRUCTIONAL FACULTY

SECTION 1: Teaching and Instruction (___%) Not less than 45% and not more than 65%

Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Content Expertise (30%) 1.1 Keeping information current 1.2 Maintaining licensure 1.3 Developing new courses and course materials	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does three of the following: 1. Participates actively in advisory committee meetings OR for non-CTE faculty only Implements general education recommendations from an advisory committee OR Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness 2. Receives license or certification related to the field not required for a satisfactory	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does two of the following: 1. Participates actively in advisory committee meetings OR for non-CTE faculty only Implements general education recommendations from an advisory committee OR Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness 2. Receives license or certification related to the field but not required for a satisfactory rating	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does one of the following: 1. Participates actively in advisory committee meetings, OR for non-CTE faculty only Implements general education recommendations from an advisory committee OR Provides an advisory committee / department with general education related data / expertise to enhance students' career readiness 2. Receives license or certification related to the field but not required for a satisfactory rating	Faculty member must meet the following criteria: 1. Follows course guides including prescribed resources 2. Maintains current information in the field 3. Maintains certification or licensure as a requirement of the position	Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas:

	<p>rating including teacher certification. (ie. National Teacher Exam or Guam Certification)</p> <p>OR</p> <p>Maintains licensure or certification</p> <p>3. Submits substantive revisions of at least two courses in line with department strategic plan.</p> <p>4. In line with the department strategic plan, develop and have approved two new courses using the approved procedures for textbook selection.</p>	<p>including teacher certification. (ie. National Teacher Exam or Guam Certification)</p> <p>OR</p> <p>Maintains licensure or certification</p> <p>3. Submits a substantive revision of a course in line with department strategic plan.</p> <p>4. In line with the department strategic plan, develops and has approved a new course using the approved procedures for textbook selection.</p>	<p>including teacher certification such as National Teacher Exam or Guam Certification.</p> <p>OR</p> <p>Maintains licensure or certification</p> <p>3. Submits a substantive revision of a course in line with department strategic plan.</p> <p>4. In line with the department strategic plan, develops and has approved a new course using the approved procedures for textbook selection.</p>		
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Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
Instructional Delivery (40%) For this element see the evaluation form for the percentage options related to Delivery & Student Survey (IDEA). This survey applies only to Post Secondary faculty.	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does three of the following Delivery Options: (eg. Record of classroom observation and syllabi)	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does two of the following Delivery Options: (eg. Record of classroom observation and syllabi)	In addition to meeting the criteria for <i>Satisfactory</i> , the Faculty does one of the following Delivery Options: (eg. Record of classroom observation and syllabi)	In observation of classroom activities (and, if relevant online interaction), faculty provides evidence of the following: (eg. Record of classroom observation and syllabi except #8)	Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas:
2.1 Using class time effectively 2.2 Developing and using effective instructional techniques and tools (including lecture, discussion, audio/visuals, group activities, or technology) 2.3 Stimulating student interest and achievement 2.4 Leading students in developing constructive peer and student/teacher relationships; creating an atmosphere where learning	1. Demonstrates superior knowledge of current teaching methodology and applies in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.	1. Demonstrates superior knowledge of current teaching methodology and applies it in ways that stimulate independent learning in the students. 2. Presents in a professional, clear, and eloquent way. In addition, delivery is stimulating and dynamic. 3. Builds the lesson utilizing previous lessons to heighten students' learning of the material, and is very well organized. 4. Appears to have built a strong classroom environment of collegiality and respect.	1. Communicates purpose and objectives of lesson clearly and effectively 2. Shows respect for students 3. Includes a range of activities appropriate to the course. 4. Effectively paces activities; 5. Encourages student involvement through questions, class activities, discussions, and/or group work; 6. Uses techniques that reflect awareness of individual differences and learning styles 7. Maintains adequate control of the classroom environment and keeps students on task. 8. Submits course syllabi to the Department Chair prior to the first day of class in the institution's approved format 9. Ensures syllabus and/or course documents reflect the use of the textbook as	

<p>experiences can take place and where students can feel comfortable to express and share ideas and opinions.</p> <p>2.5 Evaluating student learning; Selecting textbooks</p> <p>2.6 Postsecondary Faculty may choose to include Student IDEA Survey results as part of this element. If faculty choose to include this survey, it shall count for no more than 50% of this element.</p>				<p>identified in the course guide (for Postsecondary, and if applicable, to secondary programs).</p> <p>10. Uses updated multiple assessment strategies / tools</p> <p>11. Places attention in syllabus to professional standards, student learning outcomes, goals</p>	
Element	Superb 5	Stellar 4	Strong 3	Satisfactory 2	Improvement Needed (1)
<p>Course Management (10%)</p> <p>3.1 Managing activities for instructional purposes (e.g. service learning, field trips)</p> <p>3.2 Directing tutorial sessions</p> <p>3.3 Grading and returning papers in</p>	<p>In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does three of the following:</p> <p>1. Provides opportunities for students to apply curriculum in an external environment</p>	<p>In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does two of the following:</p> <p>1. Provides opportunities for students to apply curriculum in an external environment</p>	<p>In addition to meeting the criteria for <i>Satisfactory</i>, the faculty does one of the following:</p> <p>1. Provides opportunities for students to apply curriculum in an external environment</p>	<p>Faculty member must meet the following criteria:</p> <p>1. Provides the students with a complete, written, course syllabus reflecting the institution's approved format during the first meeting (postsecondary)</p> <p>2. Provides the students with a complete, written, course syllabus reflecting the</p>	<p>Faculty member did not meet the specified criteria for <i>Satisfactory</i> in the following areas:</p>

<p>a timely manner</p> <p>3.4 Directing laboratory and field experiences</p> <p>3.5 Directing/coaching competitive teams for secondary programs as applicable</p> <p>3.6 Maintaining appropriate supplies, equipment, materials, and tools for instructional purposes</p>	<p>2. Directs and/or provides tutorial sessions outside office hours and classroom time</p> <p>3. Directs/coaches competitive teams and performance ensembles</p> <p>4. Creates online modules for courses (consistent with institutional and FERPA guidelines)</p> <p>5. Develops an online course consistent with institutional and FERPA guidelines</p>	<p>2. Directs and/or provides tutorial sessions outside office hours and classroom time</p> <p>3. Directs/coaches competitive teams and performance ensembles</p> <p>4. Develops online modules for courses (consistent with institutional and FERPA guidelines)</p> <p>5. Develops an online course consistent with institutional and FERPA guidelines</p>	<p>2. Directs and/or provides tutorial sessions outside office hours and classroom time</p> <p>3. Directs/coaches competitive teams and performance ensembles</p> <p>4. Incorporates online modules for courses (consistent with institutional and FERPA guidelines)</p> <p>5. Develops an online course consistent with institutional and FERPA guidelines</p>	<p>institution's approved format by the end of the first full week (secondary)</p> <p>3. Maintains approved class meeting times, duration, and location</p> <p>4. Makes every effort to return all graded assignments and tests within one week</p> <p>5. Provide an intra-term progress report for an individual student, when requested or required (postsecondary)</p> <p>6. Submits grades in accordance with the Academic Calendar (postsecondary)</p> <p>7. Secondary faculty shall provide progress reports, quarter grades, and semester grades, for each secondary class, as well as emergency lesson plans as needed</p> <p>8. Maintains accurate records to document student performance. Secondary faculty shall submit grade books to the site school</p> <p>9. Maintains accurate records to document student attendance. (Secondary and adult high school programs)</p> <p>10. Maintains inventory of equipment as applicable</p>	
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Element	Superb 5	Satisfactory 2	Improvement Needed (0)
Institutional Assessment (20%) 4.1 Engaging in institutional assessment 4.2 Participating in program review as part of student learning assessment	1. Complete assigned tasks for each semester for program and/or course assessment, adhering to deadlines as specified in the institutional assessment cycle schedule.	1. Complete assigned tasks for each semester for program and/or course assessment, as specified in the assessment compliance matrix for the academic year (released in the spring).	Did not complete the Fall and Spring semester tasks.