

# Test Test

Faculty Coordinator Full Appraisal Template



**Period** 04/27/2024 - 04/26/2025    **Location** BCCC  
**Manager** Sarah Maneth    **Hire Date** 04/27/2021  
**Department** Human Resources    **Status** Draft  
**Position Title** Benefits Specialist

## Evaluation Summary

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### Final Score

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### Scoring Key

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- 1.00 - 1.99 Needs Improvement
- 2.00 - 2.99 Meets Expectations
- 3.00 - 3.00 Exceeds Expectations

### Themes - 100%

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Knowledge of Learning- Preparation - 13% - 13%	0.00
Planning & Organizing Coursework - 13% - 13%	0.00
Subject Matter Mastery - 13% - 13%	0.00
Teaching and Facilitation of Learning - 13% - 13%	0.00
Assessment of Student Learning - 12% - 12%	0.00
Coordination, Leadership & Management - 12% - 12%	0.00
Participation and Involvement - 12% - 12%	0.00
Professionalism and Essential Work Skills - 12% - 12%	0.00

### Employee Input

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1.
2.
3.

### Goals - 0%

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Goal 1 - 50% | 0% Complete - 50% **NA**

Goal 2 - 50% | 0% Complete - 50% **NA**

## Overall

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Themes - 100% **NA**

Employee Input

Goals - 0% **NA**

## Themes - 100%

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### Knowledge of Learning- Preparation - 13%

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- Package content and incorporate assessment activities to most appropriately enhance learning
- Utilize multiple instructional techniques to address course competencies and varied student learning styles
- Structure and sequence course content to reflect application of information in career and life environments.
- Maintain an awareness of course pre-requisites and advanced coursework to minimize overlap and achieve maximum course integration
- Suggest/develop curriculum changes to integrate course more effectively

Sarah Maneth - 100% **0.00**

Test Test - 0% **0.00**

### Planning & Organizing Coursework - 13%

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- Develop course syllabus in alliance with the master course syllabus and instructor specific information; make syllabus available at first class session.
- Plan for a course textbook, Open Education Resources and/or supplement materials
- Prepare effective student evaluation tools; establish course grading criteria and a system for recording student progress
- Ensure students are aware of course and instructor's expectations
- Conduct class sessions in an organized manner; start class on time
- Respond to request from the Registrar's Office; submitting rosters and grade reports by posted deadlines

Sarah Maneth - 100% **0.00**

Test Test - 0% **0.00**

### Subject Matter Mastery - 13%

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- Willingness to answer student's questions and share additional content in class in response to student inquiry
- Demonstrate awareness of current developments in one's subject area
- Participate in professional development events and activities
- Maintain professional relationships with others teaching in the same program or discipline; discuss curriculum, teaching approaches, student learning, etc.
- Participate in the activities of professional organizations, accreditation agencies or other related associations
- Presents at professional conferences, publish books or other scholarly articles and/or engage in original or applied research.

Sarah Maneth - 100% **0.00**

Test Test - 0% **0.00**

### Teaching and Facilitation of Learning - 13%

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- Utilizes appropriate verbal skills (e.g., volume, tone, inflection)
- Demonstrate enthusiasm about course content and the learning process
- Displays tolerance for error when students are learning new material
- Incorporate positive reinforcements to reward learning and attempts at learning
- Integrates learning aids as appropriate to enhance the delivery of information
- Promotes critical thinking
- Manages learning environment and maintains composure at times of disruptions (technology difficulties, student behavior issues and other unexpected circumstances).



### Assessment of Student Learning - 12%

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- Provide opportunities for feedback regularly during the course of instruction; check for student understanding of content on an ongoing basis
- Conduct a preliminary assessment to determine student learning levels
- Match course content to students based on individual student knowledge level and learning abilities
- Utilize a variety of methods (e.g., examinations, graded homework, informal progress reviews) by which students and instructor measure a student progress
- Design courses and assessment activities mindful of integrity outcomes
- Respond to students in a manner that does not humiliate and enhances student's self-esteem
- Clearly delineates students' responsibilities for learning as well as the instructor's responsibility for teaching and evaluating



### Coordination, Leadership & Management - 12%

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- Provide instructional leadership and coordination with emphasis on student learning, instructional excellence, and curricular innovation.
- Assist in the development of instructional reviews.
- Assist in the development of class schedules.
- Participate in grant activities.
- Assist in the development and management of a program budget.
- Advise students.
- Establish and sustain partnerships.
- Promote program and participate in recruitment activities.
- Coordinate equipment and supply needs.
- Prepare required reports associated with program operations.
- Aids in the application, interview, and selection processes of adjunct faculty members; mentor adjunct faculty members.
- Facilitate advisory board.



### Participation and Involvement - 12%

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- Participates in college, division and faculty meetings
- Participate in committees, councils and/or specialty workgroups
- Participates in strategic planning
- Exhibits leadership through involvement in projects and processes related and unrelated to functional responsibilities
- Participates in college and community events and activities



### Professionalism and Essential Work Skills - 12%

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- Exhibits a positive attitude
- Adapts to new situations/expectations and changes to routines.
- Incorporates different approaches and modifies the presentation of information in response to student interests/feedback and classroom situations
- Available and willing to assist students after class and during independent learning
- Incorporate and facilitate class activities that are innovative and engaging
- Develop new and updated course materials as needed, based on student feedback and currency of the subject area
- Utilize external resources for learning, i.e. field trips, guest speakers, etc.
- Seek opportunities for new program and/or course offerings



## Employee Input

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1.  
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 What is one thing you have learned this past year associated with your service as a faculty member?

2.  
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 What strategies can you implement to achieve excellence in teaching and promote student learning?

3  
 \_\_\_\_\_  
 Keeping the Mission of the College in mind (***Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs.***), answer the following question:

What do you feel you contribute to make an impact on the college's mission?

## Goals - 0%

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### Goal 1 - 50% | 0% Complete

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TBD



### Goal 2 - 50% | 0% Complete

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TBD

