



# OCEAN COUNTY COLLEGE

## Semi-Annual Non-Tenured Faculty Formal Evaluation Conference Summary Form #3125-3.1

Teaching Faculty: \_\_\_\_\_

Counselor: \_\_\_\_\_

Librarian: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Date: \_\_\_\_\_

### **INSTRUCTIONS:**

The Dean/Assistant Dean will complete this form and submit it to the Vice President of Academic Affairs (or the area Vice President) as indicated below. The Vice President of Academic Affairs (or the area Vice President) will add comments as indicated below. Lastly, the Dean/Assistant Dean and the Vice President of Academic Affairs (or area Vice President) will meet with the faculty member to review the semi-annual evaluation.

The evaluation must address each of the performance criteria listed below (See Full-time Faculty Tenure Policy 3115 and Faculty Tenure Performance and Expectations Conferences and Tenure Criteria Policy # 3116).

### Performance Criteria:

1. Excellence in teaching (or in the case of librarians and counselors, non-teaching assignments and evidence of professional effectiveness)
  2. Service to the student
  3. Attendance at campus-wide activities
  4. Collegial/civil/constructive/working relationships with support staff, faculty and administrative colleagues, and the Board of Trustees
  5. Contribution to the fulfillment of the College mission, including community outreach and involvement
  6. Service to the College
  7. Service to the academic school
  8. Professional development
  9. Research, publication, or other contributions to education, the teaching profession or the candidate's teaching discipline.
- Dean/Assistant Dean's Comments: (May include observations regarding informal constructive criticism to which the faculty member has not adequately responded since the previous conference.)
- Vice President's Comments: (May include observations regarding informal constructive criticism to which the faculty member has not adequately responded since the previous conference.)

