

**LAGUARDIA COMMUNITY COLLEGE**

**ANNUAL PERFORMANCE EVALUATION  
CLASSROOM INSTRUCTIONAL STAFF**

**NAME** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**TITLE OR POSITION** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_

The evaluator must cover each of the following areas:

1. Classroom instruction
2. Administrative assignments
3. Research and Scholarly Writing
4. Departmental assignments
5. College and University assignments
6. Student guidance
7. Course and Curricula Development
8. Creative works in the individual's discipline
9. Public and professional activities in field of specialty
10. Collegiality

Something should be said about each area even if, in certain circumstances, the supervisor believes that faculty participation in that area is not currently expected during the period of evaluation. For example, comments under "Departmental assignments," or "College and University assignments" for a recently hired faculty member might read "not expected in this year."

Within each area the evaluator should do each of the following:

1. Begin with a list of the goals indicated in the previous year's annual evaluation report.
2. Evaluate the progress made toward the achievement of those goals.
3. Comment on other activities accomplished but not included in the previous year's goals.
4. Detail any concerns in the area under consideration.
5. List the related new goals for the forthcoming year, making sure that each of the ten areas is addressed.

In addition to responding to each of the areas listed above, the evaluator should provide a summary statement indicating an overall assessment and should clearly state whether the evaluation is "Satisfactory" or "Unsatisfactory."

NOTE: The Major College Contribution Form and the Instructional Staff Information Sheet should be discussed and completed at the annual performance evaluation conference. The criteria for reappointment are outlined in the LaGuardia Professional Staff Handbook and other related University documents.

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It is my intention that this evaluation be considered (check one)

Satisfactory

Unsatisfactory

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

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I have seen this evaluation and have no statement to make.

I have seen this evaluation and have a statement to make.

Date \_\_\_\_\_ Signature of Employee \_\_\_\_\_

Employee declines to sign.

\*The employee may request to appear before the Departmental/Divisional P&B Committee and/or submit a written rebuttal.