

Continuous Improvement Plan

Faculty Member: _____

Faculty Position Title: _____

Supervisor: _____

Supervisor Position Title: _____

The Faculty member should complete the self-evaluation and forward to the next level supervisor, generally the dean of the division. The dean will then complete the supervisor's evaluation and review the Continuous Improvement Plan with the faculty member. It is advisable for both persons to review the CIP from the previous academic year prior to the review. The categories are not meant to be all-inclusive or exclusionary, but should serve as a guide to facilitate the review process. This form may be found under **M:\FORMS\Eval-Assessments\0-cip-faculty.doc**

Category	Self Evaluation	Supervisor's Evaluation
Instruction/Teaching Effective teaching methods, assessment, course content currency, innovation, preparation, documentation, and work ethic.		
Student Interaction Effective Advising, retention efforts, recruiting, accessibility, availability, mentoring, students, guidance to student organizations.		
Collegiality Cooperation, teamwork, community relations, and committee participation.		

Category	Self Evaluation	Supervisor's Evaluation
<p>Leadership Engaging in program development, mentoring of new and adjunct faculty, assisting in divisional, institutional, and regional initiatives.</p>		
<p>Administrative Responsibilities Understanding of college policies and procedures; timely and accurate reporting of syllabuses, rosters, and grades; emphasis on importance of safety and safe working practices; effective management of budgeting and inventory.</p>		
<p>Professional Development Participation in forums (such as TLC), seminars, conferences, continuing education or return to industry. Discussion of needs for future development opportunities</p>		
<p>Goals Achievement of at least one goal based upon last year's CIP. Next year's goals.</p>		
<p>Additional Comments</p>		

Faculty Member Signature: _____

Dean/Supervisor Signature: _____