

Glossary of Examples of Principal Faculty Evaluation Components

Teaching:

Topics	Definition
Class structure and organization	Demonstrate evidence of appropriate planning and administration of the course (i.e. syllabus, meeting times, adherence to academic deadlines).
Course materials	Chooses appropriate textbooks and supplemental materials.
Command of subject matter	Demonstrate a knowledge/mastery of the subject matter appropriate to the course.
Integration of technology into course work	Demonstrate use of appropriate technology within course content and presentation (i.e. presentation software, email, centralized distribution system, SMART Boards, computers).
Availability to students during office hours	Publish and maintain office hours for student contact throughout the semester.
Student achievement	Correlate measurement of student performance with state and local objectives and/or mandates.
Student retention	Use appropriate strategies in retaining and supporting students.
Presentation skill	Be able to appropriately present the material to the students.
Instructor-student rapport	Use appropriate strategies to communicate effectively with students.

Service:

You must be officially representing Pikes Peak Community College while participating in these activities, organizations, or events. Other activities may be submitted for approval by the President or appointed delegate.

Topics	Definition
Currency in subject matter area	Maintain current knowledge and/or skill appropriate to the subject matter of the course or program.
Planning of, presenting at, or participating in departmental or college-wide workshops or in-service activities	Be active in departmental or college-wide workshops or in-service activities (i.e. division meetings, in-service sessions)
Pursuit of additional, credited course work at accredited institutions	Pursue additional coursework, degrees, or certificates at PPCC or other accredited institution.
Attendance at workshops and conferences in faculty member's field or in education techniques	Participate in local, regional, and/or national workshops or conferences.
Presentations at professional conferences/workshops	Present at local, regional, and/or national workshops or conferences.
Publication of articles, books, and resources in subject matter area	Examples may include newsletters, CD-ROMs, handbooks, lab manuals, conference presentation materials, or other items for distribution in the classroom or among colleagues.
Curriculum coordination and development	<ul style="list-style-type: none"> • Coordinate working course syllabi with PPCC master syllabi. • Distribute current support materials to adjunct faculty within faculty member's discipline. • Identify, when appropriate, new program areas and develop relevant materials (i.e. new course, updated course materials, program plans).

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Committee and project team work	Serve on college teams or committees.
Attendance at college and student activities and events	Actively participate in a number of college-sponsored activities and events (i.e. college graduation, program committees, student awards ceremony).
Advising and outreach	Provide assistance to colleagues and students with general and/or program information across the PPCC service area.
Administrative assignments	Perform other duties (i.e. search committees, coordination of assessment plans).
Sponsoring student organizations and/or activities	Work with students outside the classroom environment.
College representative on a local board or commission	EMS council, Tourism board, Education councils.
Community presentations	Radio and Newspaper presentations, presentation at a community service organization.
Community activities	Official participation, representing the college.
Liaison with local K-12 schools	School advisory committees, participation in school programs, classroom visits, guest lecturing.
On-campus reception of community visitors	Open house, college tours, student exchange tours.
Service organizations.	Optimists, Rotary International, Lions, Chamber of Commerce, Kiwanis, etc.