**Ozarka College**

**Professional Improvement and Review Process**

**Academic Year\_\_**

**Employee: Reviewer:**

**Name: Name:**

**Title:. Title:**

 **Date of Review:**

**Instructions:**

1. The Employee will be provided a copy of the present job description and the Professional Improvement and Review Process form by the Human Resources Manager.

2. The Employee completes each area in Section I utilizing the present job description as a guide and forwards the completed document to the supervisor with the job description attached.

3. The Supervisor reviews the document and completes Section II.

4. The Employee and the Supervisor meet to review the document and discuss the personal assessment, the reviewer assessment, goals, actions, and improvement goals.

5. The Employee and the Supervisor complete and sign off in Section III.

6. The Supervisor forwards the document to the appropriate Vice-President. After any discussions, the Vice-President forward the document to the President.

7. Once the President signs the document, it is forwarded to the Human Resource Manager for inclusion in the employee’s file.

**Section I: Employee Assessment**

1. Job Description Review—Specify suggested additions, deletions, or revisions to the job description for supervisor review. If no changes necessary, circle N/A.
2. Provide specific comments to each of the following as your personal assessment of your work for this review year.
3. Areas of good or exceptional work specific to the job description
4. Challenges to work on improvement during the upcoming year to enhance your area or professional abilities.
5. Goals agreed to last year and actions taken.
6. Professional development goals
7. Position specific goals - completed
8. Position specific goals - for upcoming year
9. Goals for upcoming year which relate to the Ozarka College Strategic Initiatives.

**Section II: Reviewers Assessment**

1. Position Description—Rationale for additions, deletions, or revisions to position description (if no change, write no change).
2. Position Description—Supervisor comments on individual effectiveness on fulfilling position specific responsibilities.
3. Improvement suggestions/goals—State any improvement suggestions and specific goals for improvement discussed with the employee including appropriate timeline for the goals to be met.

1. **Faculty Only**: Specific supervisor comments in regard to student evaluation of instruction, classroom observations, peer evaluations, and instructor performance review. Attach appropriate documentation.

**Section III**

I, the supervisor, have reviewed this evaluation with the employee. The goals developed are a basis for the next annual assessment.

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Signature Date

I, the employee, have reviewed this evaluation with my supervisor. I\_\_agree or \_\_\_\_\_do not agree with this evaluation. I understand that my job description and new goals identified will be the basis for my next evaluation. (Additional documentation should be added to clarify if the employee disagrees with the evaluation)

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Signature Date