



EP 190 Supplement 1 Appendix C

Glossary of Examples of Principal Faculty Evaluation Components

TEACHING:

Topics	Definition
Class structure and organization	Organized delivery may include: <ul style="list-style-type: none"> <li>• Beginning class with statement of outcomes</li> <li>• Summarizing where previous class left off</li> <li>• Connecting content to previous learning</li> <li>• Concluding session with discussion supporting objectives or reviewing upcoming assignments</li> </ul>
Course materials	Syllabus Clearly communicates: <ul style="list-style-type: none"> <li>• Course policies and expectations</li> <li>• Due dates/course schedule</li> <li>• Course, program, college, and CCCS student learning outcomes</li> <li>• Course materials and syllabus are in an accessible format</li> </ul> Lesson plan or course schedule/outline meets course objectives LMS shell contains course syllabus and is easy to navigate <ul style="list-style-type: none"> <li>• Content is divided into logical modules, units, weeks, etc. Announcements give clear instruction; assessments and activities follow logical sequences</li> <li>• Supports all instructor/student functions (example: attendance, grade book) relevant to the course</li> <li>• Contains links to universal syllabus and other sites as appropriate</li> </ul>
Command of subject matter	Demonstrates mastery and currency of the subject matter and/or skill being presented: <ul style="list-style-type: none"> <li>• Compares outdated information/ideas to current trends in the discipline</li> <li>• Conveys expectations which are both reasonable and challenging</li> <li>• Provides clear expectations using appropriate vocabulary and examples</li> <li>• Encourages independent, critical, or reflective thinking</li> </ul>
Promotes Student achievement	Facilitates, and monitors, group activity/discussion <ul style="list-style-type: none"> <li>• Discussions/activities are clearly tied to course outcomes</li> <li>• Manages inappropriate, or off-topic student participation</li> </ul>
Presentation skills and integration of technology	Communicating effectively may include: <ul style="list-style-type: none"> <li>• Uses gestures and body movement effectively</li> <li>• Speaks distinctly, with volume, and appropriate speed</li> <li>• Uses lecture notes sparingly</li> <li>• Makes eye contact with students throughout the room</li> <li>• Moves around the room</li> </ul> Effectively utilizes materials, including technology and use of the following items to engage/interest students: <ul style="list-style-type: none"> <li>• Models, examples, teaching aids</li> <li>• Markers/white board</li> <li>• Handouts/assignments</li> </ul>

Topics	Definition
	<ul style="list-style-type: none"> <li>• Exams/quizzes</li> <li>• Smart classroom technology</li> <li>• PowerPoint</li> <li>• videos</li> </ul>
Professional Behavior and Courteous Interaction with Students	<p>Encourages an atmosphere of mutual respect:</p> <ul style="list-style-type: none"> <li>• promotes appropriate and courteous two-sided communication/interaction may include use of inoffensive language and humor)</li> <li>• begins and ends class on time</li> <li>• corrects, clarifies, coaches</li> <li>• shows enthusiasm for the material and makes students want to learn</li> <li>• notices and praises student mastery and/or concept comprehension</li> <li>• respects the confidentiality of student information</li> </ul>

**SERVICE:**

You must be officially representing Pikes Peak State 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, handbooks, lab manuals, conference presentation materials, or other items for distribution in the classroom or among colleagues.
Curriculum coordination and development	<p>Coordinate working course syllabi with PPSC master syllabi.</p> <p>Distribute current support materials to adjunct faculty within faculty member’s discipline.</p> <p>Identify, when appropriate, new program areas and develop relevant materials (i.e., new course, updated course materials, program plans).</p>
Committee and project teamwork	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 PPSC service area.
Administrative assignments	Perform other duties (i.e., search committees, coordination of assessment plans).

<b>Topics</b>	<b>Definition</b>
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.