Administrative Performance

An Administrative Performance rating of "Acceptable" on the latest evaluation entails the following:

- Instructor holds all classes and labs (Note: appropriately arranging for absence due to conflicts, travel or illness is acceptable)
- Instructor turns in grades on time
- Instructor turns in required departmental assessments on time *(Note: the results themselves will have no bearing, only that the required data are turned in.)*
- Instructor turns in Faculty Input Forms
- Instructor turns in all portfolio materials when required
- Instructor does Student Safety training and turns in Student Safety Contracts
- Instructor successfully completes required faculty safety training on time

The following additionally apply to full-time faculty:

- Instructor attends departmental meetings
- Instructor serves on at least one departmental committee