|  |
| --- |
| **Outcome of Evaluation – to be completed by Dean/Designee**  **Satisfactory**  **Additional Evaluation Indicated** – Teaching or performance concern(s)  **Unsatisfactory** – Individual Improvement Plan (IIP) required for Non-Probationary Faculty\* |

As identified on the review form, two other options exist. While not meant to be inclusive of all your options, a brief description/scenario is identified for each.

**Additional Evaluation Indicated** – Teaching or performance concern(s)

You may check this box because you felt an item(s) was worth further developing. Maybe the Academic Professional was not as efficient in the operation of Internet Native Banner (INB), which is required of their position. As the supervisor, you may prescribe additional training to complete within a specific time period. An additional workplace observation may be required to reassess his/her abilities. If the final, comprehensive evaluation is satisfactory, you may indicate your satisfaction and the process is concluded.

If this were a classroom teaching situation, you may request he/she do something different in the classroom and then re-evaluate the following semester or even next year, depending on the time you feel is required to address your concern.

**Unsatisfactory** – Individual Improvement Plan (IIP) required for Non-Probationary Faculty

You have learned of an issue(s) that must be corrected. Access the IIP at the HR Supervisor’s Corner: <http://www.lcc.edu/hr/supervisors_corner/>

The IIP should be developed collaboratively by the faculty member’s Supervisor and HR – Labor Relations, then approved by the Dean. A faculty mentor may be assigned if it appears that mentoring would be of substantial benefit.

Complete the form and share with the faculty being reviewed during your summative meeting. While this can be a challenging section of the review process, you are completing the form with the idea that you want to provide the faculty member with an opportunity to improve her/his performance to a satisfactory level.

NOTE: Implementation of an IIP for Probationary Faculty who are found have unsatisfactory performance is optional. These Faculty may be non-renewed without conducting an IIP. The non-renewal decision should be developed collaboratively by the faculty member’s Supervisor and HR – Labor Relations, then approved by the Dean.