

(For use in the Fiscal Year 2016-2017 performance period)

**Kentucky Community & Technical College System
FACULTY
PERFORMANCE PLANNING AND EVALUATION (PPE) FORM**

Full Name: _____	College: _____
Position Title: _____	Division/Dept.: _____
Employment Date: _____	Current Job Date: _____
Evaluation Period: From _____	To: _____
Evaluator: _____	Employee ID (required): _____
Reviewer: _____	Position #: _____

(Place an “X” by the correct timeframe below.)

Initial 6-month Employment Period: _____ **Annual Evaluation:** _____

All individual performance goals are in support of KCTCS and college strategic plans. The successful completion and attainment of each employee’s individual goals should contribute to the organizational goals included in KCTCS and college strategic plans. The KCTCS Vision, Mission, and Values are as follows:

KCTCS VISION

At KCTCS, our vision is to be the nation’s premier community and technical college system.

KCTCS MISSION

In everything we do, our mission is to improve the quality of life and employability of the citizens of the Commonwealth by serving as the primary provider of:

- College and Workforce Readiness
- Transfer Education
- Workforce Education and Training

KCTCS VALUES

- Responsiveness to students, employers, and communities
- Access with innovative and flexible delivery
- Trust, respect, and open communication
- Continuous improvement
- Inclusion, multiculturalism, and engagement

Alignment of PPE with KCTCS Strategic Plan

All individual performance goals are in support of KCTCS and college strategic plans. The successful completion and attainment of each employee’s individual goals should contribute to the organizational goals included in KCTCS and college strategic plans.

The KCTCS Strategic Plan 2016-2022 consists of five goals along with measures. Each college has adapted the KCTCS Strategic Plan 2016-2022 to support its mission.

All KCTCS employees are encouraged to include within their Performance Planning section (Section I) of the PPE, one or more action strategies that relate directly to the strategic goals and their performance measure. Some employees may be able to design an action strategy for each goal while others may develop one or more strategies from the five goals. The decision as to the strategies and number of goals addressed should be made between the employee and his/her supervisor.

The KCTCS Strategic Goals 2016-2022 and performance measures are as follows:

KCTCS Strategic Goals 2016-2022	Performance Measure
<ul style="list-style-type: none"> ▪ Raise the level of educational attainment in the Commonwealth by positioning KCTCS as the accessible, affordable and relevant postsecondary education choice for Kentuckians. 	<ul style="list-style-type: none"> ▪ Graduation Rate ▪ Affordability
<ul style="list-style-type: none"> ▪ Increase the access and success for all KCTCS students, particularly among traditionally underserved populations. 	<ul style="list-style-type: none"> ▪ Student Success
<ul style="list-style-type: none"> ▪ Develop clear pathways through all levels of postsecondary education with an emphasis on experiential learning that lead to successful employment outcomes for KCTCS graduates. 	<ul style="list-style-type: none"> ▪ Experiential Learning ▪ Transfer Rate
<ul style="list-style-type: none"> ▪ Improve student engagement, support, experiences, and success with best-in-class academic and student services. 	<ul style="list-style-type: none"> ▪ Retention ▪ Student Engagement
<ul style="list-style-type: none"> ▪ Align programs and curricula with needs of employers that enhance the employability, job placement and career development of KCTCS graduates. 	<ul style="list-style-type: none"> ▪ Licensure Pass Rates ▪ Workforce Credit Hour Conversion

SECTION I PERFORMANCE PLANNING PROCESS

During the Planning Process, complete the areas in Section I that apply to the employee being evaluated. At least one or more of the areas will be applicable. **All five (5) areas may not apply to all employees. Where possible, create action strategies that relate to one or more of the KCTCS Strategic Goals.**

POSITION RESPONSIBILITIES
(See PPE [Instructions](#) for examples.)

GOALS/RESULTS EXPECTED
(Including one or more of the
KCTCS/College Strategic Goals.)

%

INTERNAL SERVICE
(See PPE [Instructions](#) for examples.)

GOALS/RESULTS EXPECTED
(Including one or more of the
KCTCS/College Strategic Goals.)

%

EXTERNAL SERVICE
(See PPE [Instructions](#) for examples.)

GOALS/RESULTS EXPECTED
(Including one or more of the
KCTCS/College Strategic Goals.)

%

PROFESSIONAL DEVELOPMENT
(See PPE [Instructions](#) for examples.)

GOALS/RESULTS EXPECTED
(Including one or more of the
KCTCS/College Strategic Goals.)

%

LEADERSHIP
(See PPE [Instructions](#) for examples.)

GOALS/RESULTS EXPECTED
(Including one or more of the
KCTCS/College Strategic Goals.)

%

PLANNING PROCESS DISTRIBUTION OF EFFORT AND SIGNATURE LINES

Category	% of Effort
Position Responsibility	_____
Internal Service	_____
External Service	_____
Professional Development	_____
Leadership	_____
TOTAL (Must equal 100%)	_____

I have reviewed with my supervisor my Responsibilities, Goals/Results Expected, and Percent of Effort to be spent on each area. I understand that these criteria will be used for my evaluation.

Employee Signature: _____ Date: _____

Evaluator Signature: _____ Date: _____

Reviewer Signature:

Date:

SECTION II MIDYEAR PROGRESS REVIEW

We have reviewed outcomes relative to goals/results expected and have determined that progress to this date has been satisfactory. If not satisfactory, attach a summary of performance issues and a corrective action plan.

Employee Signature: _____

Date: _____

Evaluator Signature: _____

Date: _____

SECTION III PERFORMANCE EVALUATION PROCESS

A. OUTCOMES

This section is to be completed as the evaluation. List Outcomes for each of the individual activities and accompanying "Goals/Results Expected" items listed in Section I.

POSITION RESPONSIBILITIES

OUTCOMES

%

--	--

OUTCOMES	INTERNAL SERVICE	%

OUTCOMES	EXTERNAL SERVICE	%

OUTCOMES	PROFESSIONAL DEVELOPMENT	%
-----------------	---------------------------------	----------

LEADERSHIP

OUTCOMES

%

OVERALL EVALUATION SUMMARY

- 1) **Identify the employee's a) performance strengths; and b) areas in which improvement was made during the evaluation period being reviewed.**

- 2) **Identify what actions are recommended for the employee and/or the college to undertake in order to achieve improvement in the employee's performance.**

- 3) **Other comments: (If applicable.)**

- 4) **OVERALL PERFORMANCE RATING (Place an "X" by the appropriate rating below.)**

_____ **Consistently Exceeded Expectations of Job Requirements (EE)** - Job performance was continuously performed in an exceptional manner. Contributions significantly and consistently exceeded expectations and requirements based on established success criteria, with exceptional quality, quantity and timeliness of work. Consistently achieved outstanding results well beyond those expected of the position, and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals.

_____ **Met and Frequently Exceeded Job Requirements (ME)** - Job performance consistently met and frequently exceeded the expectations and requirements for the position based on established success criteria. Contributions consistently met and frequently exceeded expected criteria for quality, quantity and timeliness of work. Frequently achieved results beyond those expected for the position and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals.

_____ **Fully Met Job Requirements (M)** - Job performance consistently met the expectations and requirements for the position based on established success criteria. Contributions occasionally exceeded expected criteria for quality, quantity and timeliness of work and helped accomplish the KCTCS strategic plan by aligning action plans with the strategic goals.

_____ **Some Improvement Needed to Meet Job Requirements (NI)** - Certain job duties were performed capably; however, improvement in quality, quantity and/or timeliness of work is required in order to fully meet expectations and requirements for the position based on established success criteria. A Performance Improvement Plan be developed by the supervisor to facilitate improvement by the employee. Performance shall be evaluated again in six months. Significant and immediate improvement in quality, quantity, and timeliness of work is necessary in order to avoid disciplinary action and/or termination of employment in accordance with KCTCS policies and procedures regarding employee termination and disciplinary action procedures.

_____ **Did Not Meet Job Requirements (F)** - Performance throughout the rating period did not meet the job requirements and expectations for the position based upon established success criteria. A Performance Improvement Plan will be immediately developed by the supervisor to facilitate improvement by the employee. Performance shall be re-evaluated based on the Performance Improvement Plan and the evaluation goals in at least three months, in six months and again thereafter if determined necessary. Significant and immediate improvement in quality, quantity and timeliness of work is necessary in order to avoid disciplinary action and/or termination of employment in accordance with KCTCS policies and procedures regarding employee termination and disciplinary action.

SIGNATURE AFTER EVALUATION

Employee: _____ **Date:** _____

I acknowledge this evaluation was discussed with me.

Evaluator: _____ **Date:** _____

Reviewer: _____ **Date:** _____

(Place an "X" by the appropriate response below.)

- I agree with this evaluation.
- I disagree with this evaluation.
- I disagree with the evaluation and am hereby appealing the assigned rating through the KCTCS **faculty** PPE appeals process.

Employee's Comments (Optional):