

ANNUAL PERFORMANCE EVALUATION

for Academic Faculty (Instructional)

Employee's Information		
Name	Position/Title	
Department	Evaluation Academic Year _____ Note: The Evaluation is for the academic year from July 1 st to June 30 th , however activities performed after April 1st may be used on the following year's plan if they weren't accounted for within that year's activities.	Evaluation Date
Instructions		
<p>The Annual Performance Evaluation is intended to give the faculty member and others reviewing the faculty member's performance a context for understanding the range and robustness of their professional activities in three areas of performance review; teaching effectiveness, professional development, and service to college and community.</p> <p>Employee should complete the Annual Plan and submit the form to the chair/dean by the first business day after Labor Day. Revisions to the Annual Plan can be made up to March 31 with chair/dean approval.</p> <p>The Self Evaluation will be completed and turned in to the chair/dean in April, per the timeline published on the website for the academic year. When completing the Self Evaluation, faculty should briefly address each activity completed: specifically, what you did, and if appropriate, what came from it, or how it benefited the College.</p> <p>Please refer to the TMCC website for complete procedures and timeline.</p>		

SATISFACTORY REQUIREMENTS

To achieve "Satisfactory", you must fulfill the following:		
<ul style="list-style-type: none"> All applicable criteria in Primary Job Responsibilities (S1–S4) and One activity from College/Appropriate Service (S5–S6) and One activity from Faculty Professional Development (S7) <p><i>Note: tenure-track faculty should refer to the Standards for Recommending Appointment with Tenure (NSHE Handbook, Title 2) to ensure all tenure-track requirements are being met.</i></p>		
S1: Primary Job Responsibilities—Professional Conduct	Plan	Achieved
a) Comply with all sections of NSHE code and policies applicable to faculty.	<input type="checkbox"/>	<input type="checkbox"/>
S2: Primary Job Responsibilities—Teaching, Class Mgmt., Service to Students, Other Teaching Responsibilities	Plan	Achieved
a) Meet classes.	<input type="checkbox"/>	<input type="checkbox"/>
b) Hold office hours, minimum of 5 per week as specified in NFA contract.	<input type="checkbox"/>	<input type="checkbox"/>
c) Receive satisfactory classroom/lab observation from supervisor when applicable.	<input type="checkbox"/>	<input type="checkbox"/>
d) Submit comprehensive course syllabi to the department by end of first week.	<input type="checkbox"/>	<input type="checkbox"/>
e) Submit book orders on time.	<input type="checkbox"/>	<input type="checkbox"/>

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S2: Primary Job Responsibilities—Teaching, Class Mgmt., Service to Students, Other Teaching Responsibilities <i>(cont'd)</i>	Plan	Achieved
f) Receive satisfactory student evaluations.	<input type="checkbox"/>	<input type="checkbox"/>
g) Respond to student requests, appeals and information needs in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
h) Faculty teaching online classes will adhere to the TMCC Faculty Standards for Online Instruction.	<input type="checkbox"/>	<input type="checkbox"/>
S3: Primary Job Responsibilities—Department/Division Duties	Plan	Achieved
a) Attend department and division meetings.	<input type="checkbox"/>	<input type="checkbox"/>
b) Respond to chair/dean/director requests in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
c) Participate in assessment of your courses as outlined in the department's program/unit review cycle, including submission of CAR, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
S4: Primary Job Responsibilities—Annual Plan	Plan	Achieved
a) Submit detailed Annual Plan and Self-Evaluation in a timely manner or as requested by administration.	<input type="checkbox"/>	<input type="checkbox"/>
S5: College/Appropriate Community Service—College Service <i>(choose one activity)</i>	Plan	Achieved
a) Actively participate on one of the following: <ul style="list-style-type: none"> • College standing committee • Senate standing committee • Another college committee, created by administration or the Faculty Senate • Faculty screening committee • Program advisory committee 	<input type="checkbox"/>	<input type="checkbox"/>
b) Log four tutoring hours per semester at the TMCC Tutoring and Learning Center.	<input type="checkbox"/>	<input type="checkbox"/>
S6: College/Appropriate Community Service—Appropriate Community Service	Plan	Achieved
a) Any college/appropriate community organization, volunteer work or other community activity, such as community outreach.	<input type="checkbox"/>	<input type="checkbox"/>

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S7: Faculty Professional Development—In-Service Training <i>(choose one activity)</i>	Plan	Achieved
a) Two TMCC professional development sessions throughout the year, including during Professional Development Days (name them below).	<input type="checkbox"/>	<input type="checkbox"/>
b) Required training sessions (e.g., sexual harassment, active shooter training, etc.; name them below).	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDABLE/EXCELLENT REQUIREMENTS

To receive Commendable or Excellent, you must fulfill ALL Satisfactory requirements. The Faculty member will determine the Commendable and Excellent activities that will be used/performed for the Annual Plan and Self-Evaluation. The following point distribution shall be followed:

- Commendable 1:** 5 points from C/E1–C/E3; a minimum of 2 points shall come from C/E1
- Commendable 2:** 8 points from C/E1–C/E3; a minimum of 3 points shall come from C/E1
- Excellent 1:** 12 points from C/E1–C/E3; a minimum of 6 points shall come from C/E1 and also include activities from both C/E2 and C/E3.
- Excellent 2:** 18 points from C/E1–C/E3; a minimum of 8 points shall come from C/E1 and also include activities from both C/E2 and C/E3.

C/E1: Primary Job Responsibilities	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) Teach an established course for the first time	<input type="checkbox"/>	2.0		
b) Create a new course (lecture, online/DE, and hybrid).	<input type="checkbox"/>	2.5	2+	
c) Teach an additional class as an overload.	<input type="checkbox"/>	1.0		
d) Revamp (more than 25% of material changed) in an existing class (new textbook[s], assignments, accessibility, refocused content, etc.).	<input type="checkbox"/>	2.0	2+	
e) Create student books (writing, art, etc.) or Open Education Resource (OER) material, or creative projects for a specific class.	<input type="checkbox"/>	2.5		
f) Adopt or adapt Open Education Resource (OER) material for a course.	<input type="checkbox"/>	1.0		
g) Work with library staff to augment course content or research/tailor library orientations.	<input type="checkbox"/>	1.0		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
<i>h) Arrange a peer review and implement recommendations.</i>	<input type="checkbox"/>	1.0		
<i>i) Observe other faculty teach at least two classes; collaborate regarding pedagogy and other instructional issues.</i>	<input type="checkbox"/>	1.5		
<i>j) Teach a workshop or seminar.</i>	<input type="checkbox"/>	2.0		
<i>k) Present in a fellow instructor's class.</i>	<input type="checkbox"/>	1.0	2+	
<i>l) Present to other faculty or group a creative or unique assignment used during academic year.</i>	<input type="checkbox"/>	1.0		
<i>m) K-16 involvement in teaching-related issues.</i>	<input type="checkbox"/>	1.5		
<i>n) Conduct training for teachers on specific teaching techniques to improve teaching performance.</i>	<input type="checkbox"/>	1.5		
<i>o) Outside teaching-related activities that center on teaching pedagogy (Forums, Projects, etc.).</i>	<input type="checkbox"/>	1.0		
<i>p) Participate in student academic advisement.</i>	<input type="checkbox"/>	1.5		
<i>q) Participate in student retention efforts.</i>	<input type="checkbox"/>	1.0		
<i>r) Mentor a new or part-time instructor.</i>	<input type="checkbox"/>	2.0		
<i>s) Work with full-time or part-time faculty to maintain consistent curriculum.</i>	<input type="checkbox"/>	1.0		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
t) Lead assessment efforts of all sections of a non-GenEd course, including submission of CAR.	<input type="checkbox"/>	2.0		
u) Lead assessment efforts of all sections of a GenEd course, including submission of CAR and GEAR.	<input type="checkbox"/>	3.0		
v) Conduct additional assessment work beyond "Satisfactory" for your own courses (additional data collection, development of rubrics for collection/analysis of data, etc.).	<input type="checkbox"/>	1.5		
w) Develop or revise an academic program (through the CIM/CRC process).	<input type="checkbox"/>	2.5		
x) Serve as program or discipline coordinator.	<input type="checkbox"/>	2.0	1	
y) Serve as department chair.	<input type="checkbox"/>	3.0	1	
z) Other activities as agreed upon with chair/dean/director.	<input type="checkbox"/>	1.0–3.0		
C/E2: College/Appropriate Community Service	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) In addition to S5 from "Satisfactory": Actively participate on another college standing committee created by administration/department/Faculty Senate.	<input type="checkbox"/>	1.5		
b) Actively participate as a Faculty Senator.	<input type="checkbox"/>	1.0	1	
c) Serve in a senate position within the College (e.g., chair of senate committee, senate chair or chair-elect, etc.)	<input type="checkbox"/>	2.0	1	

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
d) Chair a faculty tenure track probationary committee.	<input type="checkbox"/>	2.0		
e) Actively participate as a member of a faculty tenure track committee.	<input type="checkbox"/>	1.5		
f) NSHE system involvement in College-related issues.	<input type="checkbox"/>	1.5		
g) Develop community contacts to promote a program or advance College goals.	<input type="checkbox"/>	1.0		
h) Chair a department committee.	<input type="checkbox"/>	2.0		
i) Chair a screening committee.	<input type="checkbox"/>	2.0		
j) In addition to S.5, serve on a screening committee.	<input type="checkbox"/>	1.5		
k) Chair a program/unit review (PUR) self-study committee.	<input type="checkbox"/>	2.0	1	
l) As appropriate, participate in Program Unit Review (PUR) as outlined in the PUR approved cycle.	<input type="checkbox"/>	1.5	2+	
m) Write or significantly revise a department Annual Progress Report (APR).	<input type="checkbox"/>	1.5		
n) Involvement in accreditation.	<input type="checkbox"/>	2.0	1	
o) Participate or serve on community advisory boards, government boards, school boards, etc.	<input type="checkbox"/>	1.0		

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
p) Actively participate in student organizations.	<input type="checkbox"/>	1.5		
q) Involvement in student recruitment.	<input type="checkbox"/>	1.5	1	
r) Apply for external or intramural funding, be a PI on a grant, or collaborate on a grant proposal.	<input type="checkbox"/>	2.0		
s) Write and obtain extra-institutional competitive grants or intramural grants.	<input type="checkbox"/>	2.5		
t) Other college or community service activities as agreed upon with chair/dean/director.	<input type="checkbox"/>	1.0–3.0		
C/E3: Faculty Professional Development	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) In addition to S7a from "Satisfactory": attend a conference or professional development seminar/workshop.	<input type="checkbox"/>	1.5		
b) Maintain membership in a local, regional or national organization related to your discipline.	<input type="checkbox"/>	1.0		
c) Maintain currency in your professional field other than by teaching or attending conferences (e.g., research, publishing, and training).	<input type="checkbox"/>	2.0		
d) Participate in a professional organization by presenting or holding office in that organization.	<input type="checkbox"/>	2.0		
e) Publish an article, or present other discipline-related material in a conference, workshop or forum.	<input type="checkbox"/>	2.0		

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C/E3: Faculty Professional Development <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
<i>f) Publish professional material, such as a book.</i>	<input type="checkbox"/>	2.5		
<i>g) Publish professional material, such as a peer-reviewed article.</i>	<input type="checkbox"/>	3.0		
<i>h) Upgrade academic/teaching preparation through formal or approved coursework.</i>	<input type="checkbox"/>	1.5		
<i>i) Self-review of one online course using the TMCC Standards for Online Instruction.</i>	<input type="checkbox"/>	2.0		
<i>j) Other professional development activities as agreed upon with chair/dean/director.</i>	<input type="checkbox"/>	1.0–3.0		

FACULTY MEMBER'S COMMENTS

Use this area to expand on activities performed, or to address other goals achieved.

ANNUAL PLAN APPROVAL/SIGNATURES

<i>Employee and chair/dean have reviewed and agreed to the Annual Plan</i>	
Employee's Signature	Date
Chair's Signature	Date
Dean's Signature	Date

PERFORMANCE SCORING

Satisfactory Requirements

Total Satisfactory S1-S7 = Satisfactory requirement met: Yes No

C/E1-C/E3 Commendable/Excellent Requirements

Total from C/E1 = Total from C/E2 = Total from C/E3 = **Total Commendable/Excellent =**

PERFORMANCE RATING ACHIEVED

Unsatisfactory **Satisfactory** **Commendable 1** **Commendable 2** **Excellent 1** **Excellent 2**

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CHAIR/DEAN COMMENTS

From the NFA Contract, Article 12:

12.6: The department chair/director shall review the faculty members' self-evaluation for accuracy and completeness. The department chair shall state in writing his/her conclusions under the section titled "Department Chair's Comments".

12.7: The dean shall review the contents of the self-evaluation written by the faculty member, and the conclusions of accuracy and completeness as stated by the department chair/director. The dean shall comment on the annual report under the section titled "Dean's Comments".

DEPARTMENT CHAIR'S COMMENTS:

DEAN'S COMMENTS:

ADDITIONAL COMMENTS:

EMPLOYEE EVALUATION SIGNATURES

<i>The employee's signature indicates that the employee has read the evaluation and does not indicate that the employee is in agreement or in disagreement with the evaluation.</i>	
Employee's Signature	Date
Recommending Authority's Signature	Date
Dean's Signature	Date

Vice President of Academic Affairs' Signature	Date
<input type="checkbox"/> I concur with evaluation <input type="checkbox"/> I do not concur with evaluation	