Tyler Junior College

PERFORMANCE AND DEVELOPMENT
FACULTY EVALUATION

Please check appropriate review: Annual ☐ New Employee ☐ Date of Review: _____

Evaluated by: Self: ☐ Supervisor: ☐

Employee Name: _____

Position Title: _____

Department: _____

Review Period: From _____ To: _____

This evaluation will be used to identify specific indicators of achievement, to pin-point areas of greatest/least effectiveness, to stimulate improved performance, to develop mutually understood goals, and to provide career development guidance.

The performance evaluation occurs annually. The annual evaluation form and any attachments are placed in each employee's official personnel file in the Office of Human Resources.

Exceeds Requirements - Performance of a level rarely achieved by others. Assignments and responsibilities are accomplished at the highest levels of performance. **(This rating requires supporting comments.)**

Meets Requirements - Performs all aspects of the job requirements. Assignments and responsibilities are accomplished effectively with a minimum amount of supervision and direction.

Does Not Meet Requirements - Performance below standard and not acceptable due to repeated occurrences. Requires continual close supervision and direction. **(This rating requires supporting comments)**

Instructions: Mark one box for each applicable factor under the Performance Criteria.

PERFORMANCE CRITERIA

	Exceeds Requirements	Meets Requirements	Does not meet Requirements	N/A
	○	○	○	○

Adherence to College Policies

Complies with College policies. Examples may include:

1. Enforces lanyard policy (as appropriate for dual credit faculty).
2. Completes all program and College reporting deadlines on time.
3. Attends required TJC functions/events (FT only).
4. Meets scheduled classes for the full class time consistently. For online and/or hybrid classes, meets the instructional requirements as specified in the DE course standards.
5. Office hours are scheduled at times convenient to students (FT only).
6. Understands and applies FERPA, sexual harassment, ADA, and identity theft rules.
7. Is willing to teach days/times when needed.
8. Informs students of learning outcomes, class procedures, and grading policies at the beginning of the semester.
9. Requires students to conduct themselves according to the College's guidelines for appropriate student conduct.
10. Other (discipline or department specific items).

Comments:

Quality of Work

1.   Expresses ideas clearly and accurately, both verbal and written, through effective course organization and planning in on-line and/or face-to-face formats.
2.   Paperwork is organized and free of errors. Examples may include:
            Grade sheets - accurate, current, and available to students or dept. chair
            Student handouts, power points, tests, etc.
3.   Individual syllabus is available, followed, and in compliance with master syllabus.
4.   Makes effective use of student contact time and management of instructional activities.
5.   Demonstrates use of current technology to improve quality of work. Examples may include:
            Word, Excel, Power Point
            Publisher- provided resources
            Elluminate, Panopto, Camtasia
6.   Other (discipline or department specific items).

Comments:

Application of Knowledge

1.   Organization and planning demonstrate excellent knowledge of subject matter.
2.   Chooses appropriate level of course difficulty, i.e. textbooks, assignments, and tests.
3.   Incorporates current teaching methodologies to facilitate student learning and success.
4.   Requires student application of concepts that meet appropriate level of academic rigor.
5.   Facilitates students' successful completion of courses.
6.   Incorporates into online/hybrid classes the academic standards, learning outcomes, and course content as taught in the same face-to-face classes.
7.   Clinical teaching complies with department standards.
8.   Other (discipline or department specific items).

Comments:

Classroom Observation
Includes clinicals, lab, and/or online classes.
Required annually for all PT;
biennially for FT

○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

1. Excellent knowledge of subject matter is observed.
2. Current teaching methodologies to facilitate student learning and success are observed.
3. Creates a positive learning environment where students are actively engaged in learning.
   Examples may include:
            Interactive discussion in face-to-face and online formats
            Group work or projects that teach dynamics in the workplace
4. Maintains an appropriate level of classroom etiquette conducive to maximum teaching and learning.
5. Other (discipline or department specific items).

Comments:

Initiative

○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

1. Proposes instructional/program improvements.
2. Incorporates new teaching methods and/or technology resources.
3. Online courses are certified.
4. Incorporates use of Engrade or Apache Online course shell for posting grades for face-to-face sections.
5. Other (discipline or department specific items).

Comments:

Student Relations/Service

○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

1. Builds professional relationships with students and encourages open faculty/student interaction.
2. Maintains a professional atmosphere of dignity and propriety that is conducive to learning.
3. Participates in advising students (FT only).
4. Tracks student retention and encourages students to graduate.
5. Helps at-risk students and reports student weaknesses to the appropriate person (Early Alert).
6. Other (discipline or department specific items).

Comments:

Peer Relations/Administrative Support

○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

1. Develops positive professional relationships with peers.
2. Consistently checks faculty/College communication folder and/or email.
3. Demonstrates teamwork and willingness to support program and College initiatives.
   Examples may include:
   - ATD / QEP
   - Preparation for advisory meetings
   - Helps develop Institutional Effectiveness program outcomes
   - Assists in completing Program Review
   - Assists in developing self-study as needed
4. Other (discipline or department specific items).

Comments:

Student Evaluations
(N/A for self-evaluation)

○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

1. Overall SIR II rating of 4.00 or higher.
2. Overall Student Instructional Survey for online courses (SIS) rating of 4.00 or higher.
3. Comments reflect positive impact of professor.
4. Other (discipline or department specific items).

Comments:

Completion of Goals

○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

1. Goals and objectives form is completed.
2. Agreed upon goals are achieved or exceeded.
3. Other (discipline or department specific items).

Comments:

Professional Development/Contribution   ○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

1. Documentation of participation in College required professional development.
2. Documentation of participation in pedagogy beyond College - required activities, which include subject field, new teaching strategies, and new technologies. Examples may include;
   - Training to learn or update technical skills
   - Professional publications
   - Faculty development sessions
   - Approved additional coursework
3. Documentation of membership and/or active participation in professional organizations and activities related to specific discipline. Examples may include:
   - Leadership role or membership on local, state, or national committees
   - Presentations in subject matter areas
4. Recruiting adjunct.
5. Mentoring FT and/or adjunct.
6. Documentation of participation in SACS QEP or ATD.
7. Other (discipline or department specific items).

Comments:

College Committee Contribution
FT (optional for PT)   ○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

Documentation to show contribution to committee work, over and above assigned classes and office hours, that facilitates successful attainment of the College's mission and initiatives. Examples may include:
- College standing committees
- SACS
- ATD
- QEP
- Faculty Senate
- Strategic Planning Task Force
- Special Task Force

Other (discipline or department specific items).

Comments:

Community Relations/Service FT
(optional for PT)
[Complete Community Service Data
Entry Form]

○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

Develops positive professional relationships with constituents outside the College. Examples may include any type of community involvement, as well as the following:

Networking with reciprocal educational institutions
Student recruiting
Professional organizations
Class projects/assignments that require interaction with the community
Other (discipline or department specific items).

Comments:

Other

○ Exceeds Requirements   ○ Meets Requirements   ○ Does not meet Requirements   ○ N/A

Documentation to show completion of or participation in additional College related activities.
Examples may include:

Research
Student organization contribution
Program Accreditation
Performances, exhibits, recitals, athletic events

Comments:

Examples listed above are representative only and are not intended to be all-inclusive.
Reference these documents for more details.
1.   Employee Handbook-Job Descriptions (Duties and Responsibilities). Located on the Apache Access Faculty Tab.
2.   SIR II Student Instructional Report and Student Instructional Survey for online classes.
3.   Faculty Evaluation System. Located on the Apache Access Faculty Tab.
4.   Board Policy Manual. Located on the Apache Access Faculty Tab.
5.   Student Handbook. Located on the TJC web site homepage.

GOALS AND EVALUATION REVIEW
Faculty

GOALS AND OBJECTIVES (Expectations)

Supervisors and employees should agree on goals and measurable objectives for the employee to work toward or complete during the coming year. In discussing these objectives, you should make sure the employee has the resources needed and knows the steps to take to achieve the objectives.

GOAL: A general statement that indicates what needs to be accomplished.	
OBJECTIVE: Measurable actions describing how the goal is going to be accomplished.	
OBJECTIVE: Measurable actions describing how the goal is going to be accomplished.	
GOAL: A general statement that indicates what needs to be accomplished.	

OBJECTIVE: Measurable actions describing how the goal is going to be accomplished.	
OBJECTIVE: Measurable actions describing how the goal is going to be accomplished.	

GOAL: A general statement that indicates what needs to be accomplished.	
OBJECTIVE: Measurable actions describing how the goal is going to be accomplished.	
OBJECTIVE: Measurable actions describing how the goal is going to be accomplished.	

ACKNOWLEDGEMENT

_____   _____
Department Chair signature   Date

The instructional dean must review and sign this evaluation. He/she may choose to do this before or after the department chair discusses the evaluation with the employee.

_____   _____
Dean's signature   Date

I understand that my signature indicates only that I have read and discussed this performance evaluation with my supervisor/evaluator. It does not necessarily mean that I agree with the evaluation's contents. I may attach written comments, if desired, If comments are attached, check here. ☐ Check Box

_____   _____
Employee's signature   Date