

**Texas  
Southmost  
College**



**INSTRUCTOR APPRAISAL**

The Instructor Appraisal package consists of the following items:

- Instructional Observation Appraisal
- Professional Responsibility Appraisal
- Student Appraisal
- Self Appraisal
- Evaluator/Instructor Conference
- Appraisal Summary Memo

The purpose of the appraisal procedure is to provide the instructor and the evaluator with an opportunity to strive toward maintaining high quality instruction at Texas Southmost College and to enhance student success, faculty development, and continued quality service to the institution and the community. The appraisal package will be used for all professional instructional personnel employed at TSC. The results of the appraisal will be used both for administrative purposes and instructional improvement.

**INSTRUCTOR:** \_\_\_\_\_

**INSTRUCTOR ID:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

## **APPRAISAL PACKAGE INSTRUCTIONS**

**The Appraisal Package is to be administered according to the following guidelines.**

### **ADMINISTRATION OF PACKAGE:**

1. The Appraisal Package will be used to evaluate all full-time and part-time instructors. The package consists of the following components:
  - Initial Performance Planning Conference
  - Performance Progress Review Conference
  - Instructional Observation Appraisal
  - Professional Responsibility Appraisal
  - Instructor Self-Appraisal
  - Student Appraisal
  - Summary Appraisal Conference
2. A minimum of one Appraisal Package is to be completed each year.
3. All levels of instructional administration reserve the right to appraise an instructor's performance as deemed appropriate.
4. All appraisal records become the property of TSC and will be filed in the official personnel file.

### **TIMETABLE FOR ADMINISTRATION OF THE APPRAISAL PACKAGE:**

1. Initial Performance Planning Conference. The instructor and the evaluator will meet to discuss the defined administrative, administrative, and professional responsibilities and performance expectations for the rating period. This initial conference will take place during the first 30 days of the appraisal period, which will ordinarily coincide with the beginning of the academic year.
2. Performance Progress Review Conference. A progress review conference between the instructor and evaluator will be held at approximately the midpoint of the academic year. For most appraisals, this will fall at the end of the Fall semester or the beginning of the Spring semester.
3. Summary Appraisal Conference. The appraisal process will be completed in the latter half of the Spring semester for faculty on 9-month contracts, and during the second Summer Session for faculty on 12-month contracts.

### **APPRAISAL PROCESS:**

#### **Instructional Observation Appraisal:**

1. At least one Instructional Observation must be conducted per rating period. The evaluator may choose to conduct more than one Instructional Observation if additional observations are needed to provide a fair and objective appraisal of the instructor's performance.
2. The observation can occur during any week of the course/semester prior to the Evaluator-Instructor Conference.
3. The evaluator will become aware of the course objectives through the instructor's syllabus document and/or in consultation with the instructor **before** the visit.

4. The evaluator will be present at the beginning of the class.

**Professional Responsibility Appraisal:**

The Professional Responsibility Appraisal will be completed before the Evaluator-Instructor Conference. Instructors may submit supporting documentation for Section D. Professional Growth and Section E. Special Contributions.

**Student Appraisal:**

1. Students have the opportunity to assess the quality and effectiveness of the performance of each faculty member through on-line surveys conducted each semester.

The Student Appraisal will be administered to all the instructors' classes according to the following schedule:

16 week semester - administered during the 8<sup>th</sup>-9<sup>th</sup> weeks and 14<sup>th</sup>-15<sup>th</sup> weeks

12 week semester - administered during the 6<sup>th</sup>-7<sup>th</sup> weeks and 10<sup>th</sup>-11<sup>th</sup> weeks

9 week semester - administered during the 4<sup>th</sup>-5<sup>th</sup> weeks and 7<sup>th</sup>-8<sup>th</sup> weeks

8 week semester - administered during the 3<sup>rd</sup> week and 7<sup>th</sup> week

6 week semester - administered during the 3<sup>rd</sup> week and 5<sup>th</sup> week

2. The Student Appraisal instrument will be administered electronically through the Pearson Solution Platform.
3. To insure fairness within the appraisal procedure, the instructor is not to discuss the Student Appraisal with any class prior to administration.
4. Information Technology Services is responsible for processing the Student Appraisal forms. The appraisal summary will be provided to the instructor.

**Self-Appraisal:**

1. The evaluator will distribute the Self-Appraisal form to all full-time and part-time instructors at the end of the 2<sup>nd</sup> quarter of the course/semester through the Pearson Solutions Platform.
2. Each instructor shall complete the Self-Appraisal form within one week after its receipt.

**Evaluator-Instructor Conference:**

1. A copy of the completed appraisal instrument will be given to the instructor before the Evaluator-Instructor Conference is scheduled.
2. The deadline for the completion of all appraisal instruments is at least one week prior to the end of the course/semester.
3. The evaluator will initiate the conference.
4. Following the Evaluator-Instructor Conference, the evaluator will provide a written summary to the instructor on the Appraisal Summary form. The summary memo must be sent to the instructor by the end of the course/semester.

# INITIAL PERFORMANCE PLANNING CONFERENCE

Instructor \_\_\_\_\_ Date/Year \_\_\_\_\_  
Section \_\_\_\_\_  
Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Number \_\_\_\_\_  
Division \_\_\_\_\_ Dept/Program \_\_\_\_\_  
Evaluator's Signature \_\_\_\_\_ Campus  Main  ITECC

*At this session, the instructor and evaluator will discuss the performance and professional development expectations (at least one for each category below; additional expectations may be inserted as necessary) to be achieved during this review period. The evaluator may assign performance objectives to the instructor, at his or her discretion, in order to address the needs of the division and/or Texas Southmost College. All objectives should conform to the SMART goal-setting criteria; that is, they should be Specific, Measurable, Achievable, Relevant, and Time-bound.*

## INSTRUCTIONAL RESPONSIBILITIES

Performance Expectations:

## ADMINISTRATIVE RESPONSIBILITIES

Performance Expectations:

## PROFESSIONAL RESPONSIBILITIES

Performance Expectations:

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

# PERFORMANCE PROGRESS REVIEW CONFERENCE

Instructor \_\_\_\_\_ Date/Year \_\_\_\_\_  
Section \_\_\_\_\_  
Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Number \_\_\_\_\_  
Division \_\_\_\_\_ Dept/Program \_\_\_\_\_  
Evaluator's Signature \_\_\_\_\_ Campus  Main  ITECC

*At this session, the instructor and evaluator will review the instructor's progress towards the achievement of each performance objective agreed upon during the Initial Performance Planning Conference. Additionally, the evaluator will provide general feedback on the instructors' overall performance to date and will provide specific recommendations to assist the instructor to accomplish each performance objective and satisfactorily improve each area of performance identified as needing improvement.*

## INSTRUCTIONAL RESPONSIBILITIES

Performance Expectations:

## ADMINISTRATIVE RESPONSIBILITIES

Performance Expectations:

## PROFESSIONAL RESPONSIBILITIES

Performance Expectations:

Evaluator's comments:

Instructor's comments:

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

# INSTRUCTIONAL OBSERVATION APPRAISAL

Instructor \_\_\_\_\_ Date/Year \_\_\_\_\_

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Section Number \_\_\_\_\_

Division \_\_\_\_\_ Dept/Program \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Campus  Main  ITECC

*Rate the instructor during your instructional observation on each item. Three (3) is expected performance by the instructor. Decreasing numbers (2 to 1) indicate less effective performance, with one (1) representing the lowest or unsatisfactory performance. Any rating less than three (3) requires supporting comments. A rating of four (4) requires supporting comments.*

Unsatisfactory	Improvement Needed	Satisfactory	Exceptional	Not Applicable Today
1	2	3	4	N/A

- \_\_\_\_\_ 1. Clearly states the objectives of the lesson.
- \_\_\_\_\_ 2. Uses teaching methods/skills appropriate to the needs of the students.
- \_\_\_\_\_ 3. Uses support materials (media, equipment, etc.) as appropriate to enhance instruction.
- \_\_\_\_\_ 4. Laboratory materials, supplies, and equipment are organized and accessible for student use.
- \_\_\_\_\_ 5. Demonstrates mastery of the course content.
- \_\_\_\_\_ 6. Explains complex concepts/ideas clearly; checks for understanding frequently.
- \_\_\_\_\_ 7. Encourages relevant student involvement in the class.
- \_\_\_\_\_ 8. Encourages critical thinking and analysis.
- \_\_\_\_\_ 9. Engages students in the class and maintains an appropriate learning environment.
- \_\_\_\_\_ 10. Communicates the subject matter with poise and enthusiasm.
- \_\_\_\_\_ 11. Uses appropriate voice projection, enunciation, and rate of speech.
- \_\_\_\_\_ 12. Uses appropriate vocabulary and tone.
- \_\_\_\_\_ 13. Uses class time efficiently; maximizes instructional time.

Approaches:  Lecture  Demonstration  Discussion  Seminar  Laboratory  
 Other \_\_\_\_\_

Explanation for items marked less than three (3) or four (4):

What impressed you most about this class?

*(If more space is needed, use another page)*

## Instructional Observation Appraisal (continued)

Additional comments:

Instructor's comments (optional):

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_



# PROFESSIONAL RESPONSIBILITY APPRAISAL

Instructor \_\_\_\_\_ Date/Year \_\_\_\_\_

Division \_\_\_\_\_ Dept/Program \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Campus  Main  ITECC

*Rate the instructor on each item. Three (3) is expected professional performance by the instructor. Decreasing numbers (2 to 1) indicate less effective performance, with one (1) representing the lowest or unsatisfactory performance. Any rating less than three (3) requires supporting comments. A rating of four (4) requires supporting comments. (ITEMS MARKED WITH AN ASTERISK (\*) ARE OPTIONAL FOR PART-TIME INSTRUCTORS.)*

Unsatisfactory	Improvement Needed	Satisfactory	Exceptional	Not Applicable Today
1	2	3	4	N/A

**A. INSTRUCTIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 1. Meets classes as scheduled
- \_\_\_\_\_ 2. Completes assigned responsibilities
- \_\_\_\_\_ 3. Utilizes course information documents
- \_\_\_\_\_ 4. Assists in preparation of syllabi, student/teacher documents, objectives\*
- \_\_\_\_\_ 5. Maintains office hours as scheduled
- \_\_\_\_\_ 6. Plans and organizes class presentation
- \_\_\_\_\_ 7. Designs lesson assignments to meet course objectives.
- \_\_\_\_\_ 8. Keeps teaching materials/presentations updated.
- \_\_\_\_\_ 9. Participates in development of Student Learning Outcomes Assessment Plans (SOAPs).
- \_\_\_\_\_ 10. Grades student work according to standards and objectives of the course.
- \_\_\_\_\_ 11. Encourages student engagement and participation in the classroom.

**B. ADMINISTRATIVE RESPONSIBILITIES**

- \_\_\_\_\_ 12. Maintains accurate attendance and grade records
- \_\_\_\_\_ 13. Meets deadlines (registrar, department, division, etc.)
- \_\_\_\_\_ 14. Stays informed about TSC policies as presented in the Board Policy Manual, College procedures, and other official College documents

**C. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 15. Maintains collegial and productive relations with students, colleagues, staff and administration
- \_\_\_\_\_ 16. Contributes to growth of colleagues and profession by sharing ideas, techniques, materials, etc.
- \_\_\_\_\_ 17. Contributes to achieving the Mission, Vision, and Goals of TSC.
- \_\_\_\_\_ 18. Demonstrates commitment to the Values of TSC.

- \_\_\_\_\_19. Keeps abreast of developments in subject and in instructional techniques.
- \_\_\_\_\_20. Participates in professional development activities\*  
(i.e. maintains membership/participates in professional organizations; earns course credit/pursues advanced degree; participates in workshops, seminars, institutes; etc.)
- \_\_\_\_\_21. Performs special services for the campus and/or community\*  
(i.e. develops new courses/programs; originates instructional techniques/materials of value to students/colleagues; sponsors clubs/other student organizations; serves as officer/committee member in campus/district activities; conducts research/publishes articles/books; participates in community organizations or programs; etc.)

Explanation for items marked less than three (3) or four (4):

Additional comments:

Instructor's comments (optional):

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# INSTRUCTOR SELF APPRAISAL

Instructor \_\_\_\_\_ Date/Year \_\_\_\_\_

Division \_\_\_\_\_ Dept/Program \_\_\_\_\_

Campus:  Main  ITECC

*Thoughtful self-appraisal can help improve teaching effectiveness. The questionnaire is designed for that purpose. You are asked to look at your own performance in teaching.*

*Rate yourself on each item. Three (3) is expected professional performance. Decreasing numbers (2 to 1) indicate less effective performance, with one (1) representing the lowest or unsatisfactory performance. Any rating less than three (3) must be explained below. Any rating of four (4) indicates the highest or exceptional performance. Any rating of four (4) must be explained below. (ITEMS MARKED WITH AN ASTERISK (\*) ARE OPTIONAL FOR PART-TIME INSTRUCTORS.)*

Unsatisfactory	Improvement Needed	Satisfactory	Exceptional	Not Applicable
1	2	3	4	N/A

**A. INSTRUCTIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 1. Meets classes as scheduled
- \_\_\_\_\_ 2. Completes assigned responsibilities
- \_\_\_\_\_ 3. Utilizes course information documents
- \_\_\_\_\_ 4. Assists in preparation of syllabi, student/teacher documents, objectives\*
- \_\_\_\_\_ 5. Maintains office hours as scheduled
- \_\_\_\_\_ 6. Plans and organizes class presentation
- \_\_\_\_\_ 7. Designs lesson assignments to meet course objectives.
- \_\_\_\_\_ 8. Keeps teaching materials/presentations updated.
- \_\_\_\_\_ 9. Participates in development of Student Learning Outcomes Assessment Plans (SOAPs).
- \_\_\_\_\_ 10. Grades student work according to standards and objectives of the course.
- \_\_\_\_\_ 11. Encourages student engagement and participation in the classroom.

**B. ADMINISTRATIVE RESPONSIBILITIES**

- \_\_\_\_\_ 12. Maintains accurate attendance and grade records
- \_\_\_\_\_ 13. Meets deadlines (registrar, department, division, etc.)
- \_\_\_\_\_ 14. Stays informed about TSC policies as presented in the Board Policy Manual, College procedures, and other official College documents

**C. PROFESSIONAL RESPONSIBILITIES**

- \_\_\_\_\_ 15. Maintains collegial and productive relations with students, colleagues, staff and administration
- \_\_\_\_\_ 16. Contributes to growth of colleagues and profession by sharing ideas, techniques, materials, etc.
- \_\_\_\_\_ 17. Contributes to achieving the Mission, Vision, and Goals of TSC.
- \_\_\_\_\_ 18. Demonstrates commitment to the Values of TSC.

- \_\_\_\_\_ 19. Keeps abreast of developments in subject and in instructional techniques.
- \_\_\_\_\_ 20. Participates in professional development activities\*  
(i.e. maintains membership/participates in professional organizations; earns course credit/pursues advanced degree; participates in workshops, seminars, institutes; etc.)
- \_\_\_\_\_ 21. Performs special services for the campus and/or community\*  
(i.e. develops new courses/programs; originates instructional techniques/materials of value to students/colleagues; sponsors clubs/other student organizations; serves as officer/committee member in campus/district activities; conducts research/publishes articles/books; participates in community organizations or programs; etc.)

**What do you think makes you an effective instructor?**

**What could you do to improve your teaching effectiveness?**

**Additional comments?**

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## EVALUATOR'S APPRAISAL SUMMARY

Instructor \_\_\_\_\_ Division \_\_\_\_\_

Dept/Program \_\_\_\_\_ Conference Date \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructor's Comments: (Optional)**

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_