Performance: Annual FT Faculty Review

Complete Self Evaluation: 2022-2023 FT Faculty Template: 🚥 🕁 🚈 💀 👔

Review Period 09/01/2022 - 08/31/2023 4 minute(s) ago - Due 01/20/2023; Effective 08/31/2023

The process for faculty performance reviews is streamlined as follows:

- · Faculty provide input by way of self-assessments.
- · Associate deans/directors provide feedback and overall ratings.
- · Signatures: Faculty and associate deans/directors sign reviews electronically.

You are not required to complete this entire document in one sitting. Click Save for Later before exiting, and your edits will be saved.

Should you need assistance with the review or have questions, please contact Human Resources at 972.985.3783.

INSTRUCTIONS FOR FACULTY SELF-ASSESSMENT

The faculty annual self-assessment affords faculty an opportunity to provide their supervisor a comprehensive summary of accomplishments and contributions to the five areas evaluated in the annual performance appraisal. The self-assessment focuses on teaching, advising and supporting students, professional development, and college service. Faculty are responsible for completing a self-assessment that provides their supervisor with evidence of professional accomplishments that support the mission and goals of the division, academic department, and the institution.

INSTRUCTIONS FOR ASSOCIATE DEAN/DIRECTOR APPRAISAL

Faculty will be assessed on the criteria for excellence in the performance of faculty duties and responsibilities listed in the categories found in the assessment. After reviewing the faculty's self-assessment, the supervisor will choose from among the following ratings to assess the level of accomplishment for each of the performance categories as well as an overall appraisal rating.

Performance Appraisal Ratings

M: Meets the Expected Level of Performance

I: Improvement Needed - Does Not Meet the Expected Level of Performance

Performance Appraisal Rating Definitions

MEETS: Excellence in teaching, responsible participation in college service, and active professional growth are expected of faculty. One or more of the words usually, frequently, successfully, or effectively applies. Performance is fully satisfactory in all major respects.

IMPROVEMENT NEEDED: Performance is inconsistent or problematic in one or more areas of evaluation. One or more of the terms occasionally, marginally, or inadequately applies. This rating describes performance in which many of the job duties and standards are met, but where improvement in one or more areas is required to meet the criteria for excellence. Goals for improvement must accompany this appraisal to clearly identify specific skills or areas in need of improvement.

Get Started

Teaching

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The Council on Excellence Criteria for Teaching

The primary areas of focus for an excellent faculty member include teaching (the first priority), supporting students, engaging in significant college service, and participating in substantive professional development opportunities.

Complete Self Evaluation A Collin College faculty member Self Evaluation: 2022-2023 FT Facilitates learning Faculty Template: . Conveys the fundamental body of knowledge in the discipline and how to apply that knowledge Teaches students how to critique, analyze, and build upon that body of knowledge Shows students how to apply concepts and provide evidence to demonstrate that knowledge 09/01/2022 - 08/31/2023 · Employs current materials, applies contemporary research, and uses effective methods of instruction 6 8 . Provides meaningful feedback to students in an effective and timely evaluation process O Teaching

ESSENTIAL PERFORMANCE FACTORS

Teaching is the central responsibility of faculty members and the most important area of faculty evaluation. While standards may vary somewhat by discipline, certain characteristics of teaching are valued across the College: well planned, carefully organized courses; effective delivery of material; clear student learning outcome expectations; innovation in subject matter and pedagogy; courses that meet program and Collin College objectives; sufficient opportunity for out-of-class contact between instructor and students; demonstrated effort to keep course content current; use of appropriate methods of feedback and student assessment.

Scholarly work and accomplishments in instructional activities may take on a variety of forms, including guiding independent learning activities and student creative performance, interdepartmental collaboration with colleagues, and development and improvement of curriculum.

In the space below, enter either a concise narrative statement or a bulleted list that provides your associate dean or director with adequate information to assist in assessing your accomplishments in teaching during the past year.

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Competency		
Facilitates learning through effective preparation and organization of course information		*
Provides students with the fundamental body of knowledge of his/her discipline and remains current in effective methods of instruction		
Teaches students to apply knowledge and demonstrate understanding		
Provides clear student learning outcome expectations		
Employs current materials in classroom presentations and learning experiences		
Uses teaching and learning methods that are appropriate for the discipline		
Employs effective evaluation techniques and provides meaningful feedback to students		-
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Employee Summary		

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Advising and Supporting Students



ESSENTIAL PERFORMANCE FACTORS

The most important responsibility of individual faculty is to enhance the student learning experience. Successful support of students encompasses approachability and availability to assist students inside and outside of the class; advertising and maintaining office hours; being informed about the degree, certificate, and transfer requirements of programs within the discipline; and being knowledgeable, able to explain, and willing to refer to academic and non-academic college resources.

In the space below, enter either a concise narrative statement or a bulleted list that provides your associate dean or director with adequate information to assist them in assessing your level of engagement in advising and supporting students during the past year. Be sure to include any student-related activities that demonstrate your support of students outside of the classroom. Examples include participation in student organizations as well as attending sports events, PTK induction, student performances, receptions, etc. Some items may be duplicated in the College Service category.

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Competency		
Understands current career and curriculum options, degree requirements and course transfer information within the discipline and provides timely and tailored advice to students		*
Helps students with education-based problems and/or directs students to appropriate college resources		
Assists students in accessing appropriate college and community resources for non-educational problems		
Is available to and approachable by students		Ŧ
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Employee Summary

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Professional Development

The Council on Excellence Criteria for Professional Development

Complete Self Evaluation	A Collin College faculty member
Self Evaluation: 2022-2023 FT Faculty Template:	 Remains current and competent in the discipline, staying vigilant and continuously monitoring advances in related scholarship.
Actions	 Creates and sustains an on-going program of self-development and improved pedagogy Seeks opportunities for any of the following:
09/01/2022 - 08/31/2023	Professional growth formal research and publication, production in one's art, professional performance, etc.
5 🖶	 Presentations before professional societies or other meetings
O Teaching	Workshop and conference participation
	 Active involvement in professional associations or community organizations
O Advising and Supporting Students	Academic career advancement through course work
Professional Development	

ESSENTIAL PERFORMANCE FACTORS

Each faculty member is expected to be intellectually active. Professional development may take many forms (see below), including active engagement in intellectual activities within one's own discipline, demonstrating efforts to stay current in one's field.

The following are types of activities that should be included:

- Conferences/workshops attended/conducted
- · Professional presentations, papers presented/published/submitted for publication
- · Scholarly research or professional creativity
- · Collaborating on research projects with students
- Interdisciplinary work with colleagues
- · Development of research and collaboration with other professionals
- · Active involvement in professional organizations
- · Developing and conducting artistic performances
- · Coursework recently completed or in progress
- · Any other ways in which you remain current in your discipline

Enter either a concise narrative statement or a bulleted list that provides your associate dean or director with adequate information to assist them in assessing your level of engagement in professional development activities during the past year.

Please Note: For conferences or workshops, in addition to their title(s), please include a brief description of their benefit to your teaching or professional activities at Collin. You may also choose to attach a copy of any travel summaries submitted for COE in the Supporting Documents section.

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Competency		
Remains current and competent in the appropriate academic discipline	4	h.
Regularly participates in external professional meetings, seminars, activities, or conferences that are related to one's discipline, and/or activities that help to support teaching and program development		
Regularly participates in Faculty Development meetings, activities, or programs offered by the District		
Engages in activities that help to enhance and promote excellence in teaching that could include any of the following: Instructional technology, pedagogy, presentation skills, classroom manageme etc.	nt,	Ŧ
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College Service

The Council on Excellence Criteria for College (Community) Service

Complete Self Evaluation	A Collin College faculty member
Self Evaluation: 2022-2023 FT Faculty Template:	 Actively and productively participates in college-wide, division, and department councils, task forces, and committees Creates programs/activities for the district that benefit students
Actions 09/01/2022 - 08/31/2023	 Performs other service activities designed to further the accomplishment of the college's mission Represents the college in the community serviced by the college district Engages in professionally-related community service
R 🖶	ESSENTIAL PERFORMANCE FACTORS
O Teaching	Faculty members should be actively engaged in service at either the program, department, division, or college level, or a combination
O Advising and Supporting Students	thereof. College service provides opportunities for faculty to exercise a leadership role and assist the College in attaining its institutional strategic goals and mission. Characteristics of excellent service include dependability, thoughtfulness, active
O Professional Development	participation and preparedness regarding committee assignments; acceptance of responsibility and leadership roles; helping
College Service	professional organizations meet goals; helping student organizations meet goals; and providing opportunities for students to interact with communities beyond the College.

Enter either a concise narrative statement or a bulleted list that provides your associate dean or director with adequate information to assist them in assessing your level of engagement in college service activities during the past year. Include detailed information about the type of service and your role, with title (if applicable) as well as listing achievements and contributions as a result of the service provided.

Please Note: When listing activities, do not include contract activities that are expected of all faculty members such as attending All College Day, graduation, or division meetings, etc.

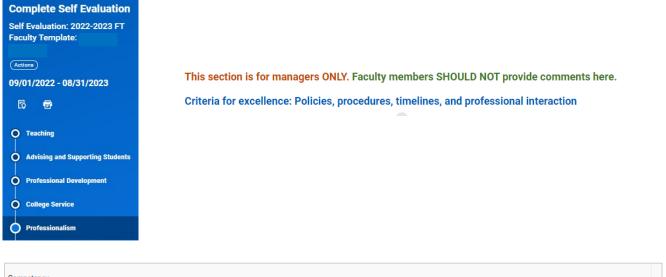
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Competency	Description		
Works individually and/or collaboratively with college employees to accomplish discipline, divisional and college missions, goals and objectives, through service and participation in any of the following:	 College-wide task forces Faculty and staff search committees Advisory groups Student groups Faculty advisor Professionally related community activities on behalf of the college Organizing, supporting, or helping to plan/execute special events or college outreach 		*
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Employee Summary

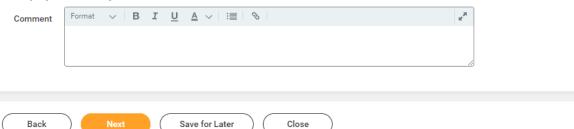
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Professionalism



Competency	
Interacts professionally and courteously with students, faculty and staff, including advising and assisting associate faculty when required or appropriate	*
Meets timelines for assigned work	
Provides timely notice for substitutes and class/schedule changes	
Meets classes as scheduled and holds regular office hours	
Participates in divisional and departmental meetings	
Performs duties and responsibilities in accordance with established policies, procedures and departmental expectations.	

Employee Summary



Faculty Review of Student Evaluations

Complete Self Evaluation
Self Evaluation: 2022-2023 FT Faculty Template:
Actions
09/01/2022 - 08/31/2023
r, 9
O Teaching
Advising and Supporting Students
Professional Development
College Service
O Professionalism
Faculty Review of Student Evaluations

This section is for faculty members ONLY.

Associate Deans and directors will make comments in a separate section as indicated in the manager's review.

Question After reviewing student's evaluations of your courses, please enter a response that will address or confirm the feedback in them.

Employee Summary

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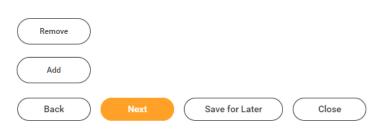
Evaluation of Goals

Complete Self Evaluation	The faculty r	nember will import their goals from the appraisal period and indicate the level of acc	complishment.
Self Evaluation: 2022-2023 FT Faculty Template:	Provide explanations for goals that were partially accomplished or not accomplished.		
Actions	Goal *	Normal \lor B I <u>U</u> <u>A</u> \lor $:\equiv$ ϑ	
09/01/2022 - 08/31/2023		Goals will automatically import from the previous year's annual appraisal.	
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O Teaching	Description	Normal \lor B I <u>U</u> <u>A</u> \lor \vdots \vdots ϑ	
Advising and Supporting Students		Goal description here.	
Professional Development			
College Service	Due Date	15/17/2022 🖶	
Professionalism		Faculty - Professional Development	
Faculty Review of Student Evaluations	Category	E Faculty - Service	
Evaluation of Goals		Faculty - Teaching	

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Rating *	select one	select one 🔹	
Rating Description	(empty)	select one	
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Comment	Enter comments related to the goal completion and rating selected.	Partially Accomplished	
	Litter comments related to the goal completion and rating selected.	Not Accomplished	

> History



Goal Setting

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Complete Self Evaluation Self Evaluation: 2022-2023 FT Faculty Template:	Together, the faculty member and associate dean/director should agree on a minimum of three goals for the next academic year. These goals will be reviewed as part of the following year's performance appraisal. Goals should be related to the major appraisal areas of Teaching, Service, and Professional Development.
Actions 09/01/2022 - 08/31/2023	To help guide your goal-setting, keep in mind the SMART approach. Effective goals are specific, measurable, achievable, relevant, and time-bound.
6 🖶	Before meeting to discuss with your associate dean or director, begin by listing at least three goals for the upcoming year.
O Teaching O Advising and Supporting Students	
Professional Development	
O College Service	
O Professionalism	
Faculty Review of Student Evaluations	
Goal Setting	
Add	

Due Date MM/DD/YYYY	Due Date MM/DD/YYYY	Goal *	Format ∨ B <i>I</i> <u>U</u> <u>A</u> ∨ i≣ ⊗	x*
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		Category		

Attach Teaching Load and Supporting Documents

Complete Self Evaluation Self Evaluation: 2022-2023 FT	INSTRUCTIONS FOR FACULTY
Faculty Template:	Step 1: Please use the Teaching Load template available on the <u>HR Performance Management page</u> .
(Actions) 09/01/2022 - 08/31/2023	Step 2: Save the completed template to your local drive.
6 🖶 3	Step 3: Attach the completed Teaching Load document to this review.
O Teaching	Step 4: Attach any additional documents to the review, if needed.
Advising and Supporting Students	INSTRUCTIONS FOR ASSOCIATE DEANS/DIRECTORS
Professional Development O College Service	Step 1: Click on the Teaching Load and other documents to view.
Conege service Professionalism	Step 2: Attach any additional documents, if needed.
Faculty Review of Student Evaluations	
O Evaluation of Goals	
O Goal Setting	
Attach Teaching Load and Supporting	

Employee

Drop files here
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Select files

Back	Next	Save for Later	Close

Verify Attachment of Teaching Load

Complete Self Evaluation	
Self Evaluation: 2022-2023 FT Faculty Template:	
Actions	Question Have you attached the completed Teaching Schedule document?
09/01/2022 - 08/31/2023	
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Ý · · ·	Rating * select one v
Professional Development	Rating * select one v
O College Service	Rating Description (empty)
Professionalism	AnswerFormat \checkmark B I \underline{U} \underline{A} \checkmark $\vdots \equiv$ \otimes $\mu^{\mathcal{H}}$
Faculty Review of Student Evaluations	
Evaluation of Goals	
Goal Setting	
Attach Teaching Load and Supporting	Back Next Save for Later Close
Verify Attachment of Teaching Load	