

MYC Application Submission

Faculty are responsible for submitting the following to their Academic Associate Dean/Director by the **last Friday in August**:

- **One printed** copy of the MYC Summer/Fall Addendum
- **One printed** copy of the Board Report form (black and white copies are acceptable)
- **One e-mailed electronic copy** of the MYC Summer/Fall Addendum in **Microsoft Word** (*not in a .pdf file*) using standard naming convention, *Example: SmithA._MYCAddendum_Aug.doc.*
- **One electronic copy** of the Board Report form submitted via the Collin College Board Report App.

**Note: A self-evaluation document is no longer required for the MYC packet. Faculty self-assessments from the two Annual Performance Appraisals included in the MYC packet documents your activities during the 2022-2023 and 2023-2024 academic years. Please use the MYC Summer/Fall Addendum document to document your Summer/Fall 2024 activities. These activities should be those activities that you intend to list in your 2024-2025 Annual Performance Appraisal.*

Associate Deans/Directors are responsible for submitting the following items that will be combined with your MYC Summer/Fall Addendum and Board Report:

- Faculty Annual Performance Appraisals (signed and dated by both the faculty member and the Associate Dean/Director); at least one from 2022-2023 and one from 2023-2024 academic years.
- Relevant feedback, discipline, and/or evaluation forms referenced in the MYC packet
- Faculty Teaching schedules for 2022-2023 and 2023-2024
- Student Surveys of Instruction (Student evaluations) for all sections of the past four long semesters
- Class Visit(s)
 - *Two class observation evaluations* for faculty applying for either their first or second multi-year contract
 - *Only one class observation evaluation* is required for faculty applying for their third (or more) multi-year contract
- Signed MYC Form (signatures required from both Associate Dean/Director and Faculty)
- Signature Page (signature required from Dean)

A COMPLETE MYC Packet includes the following:

- Board Report (**submitted by faculty to Associate Dean/Director**)
 - *One printed copy*
 - *One electronic copy submitted by the faculty via the Collin College Board Report App*
- MYC Summer/Fall Addendum (**submitted by faculty to Associate Dean/Director**)
 - *One printed copy*
 - *One e-mailed electronic copy in Microsoft Word (not in a .pdf file)*
- Faculty Annual Performance Appraisals (signed and dated by both the faculty member and the Associate Dean/Director); at least one from 2022-2023 and one from 2023-2024 academic years.
- Relevant feedback, discipline, and/or evaluation forms referenced in the MYC packet
- Faculty Teaching schedule for 2022-2023 and 2023-2024
- Student Surveys of Instruction (Student evaluations) for all sections of the past four long semesters
- Class Visit(s):
 - *Two class observation evaluations* (for faculty applying for either their first or second multi-year contract) OR *one class observation evaluation* (required for faculty applying for their third (or more) multi-year contract)
- Signed MYC Form (signatures required from both Associate Dean/Director and Faculty)
- Signature Page (signature required from Dean)

A copy of all Board Reports must be uploaded to the MYC Board Reports folder on the I-drive.