



PHASE 1, ASSOCIATE DEAN/DIRECTOR: COMPLETE APPRAISAL

1. Please launch the appraisal task from your **Action Items/Workday Inbox**. Review the instructions and click **Get Started**.

Complete Manager Evaluation
Manager Evaluation: Adjunct Faculty Review

A performance appraisal for each adjunct faculty member will be completed by the primary supervisor in alternating years. The appraisal consists of five "Yes/No" questions and one open-ended question. To complete the biennial appraisal, please consider any classroom observation(s), student surveys of instruction, student survey reflections, along with any other information related to the adjunct faculty member's performance during the appraisal period.

The process for adjunct faculty performance appraisals is streamlined as follows:

- The associate dean/director completes appraisal.
- Signatures: Adjunct faculty and the associate dean/director sign the appraisal electronically.
- A meeting to review the appraisal is not required.

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 appraisal or have questions, please contact Human Resources at 972.599.3137.

Here's What's Happening

Awaiting Your Action

Manager Evaluation
My Tasks - 1 minute(s) ago

Get Started

2. Respond to the questions by selecting "Yes" or "No" from the **Rating** menu. You may need to scroll to see all questions. Responses are required. Click **Save for Later** if you need to leave and come back to finish this task. Click **Next** when ready to continue.

Complete Manager Evaluation
Manager Evaluation: Adjunct Faculty Review

Adjunct Faculty Appraisal Questions

Please respond to the following questions.

Question 1. Have student surveys of instruction from the most recent long semesters been reviewed by the instructor and feedback provided?

Manager
Rating * select one

Question 2. Has a classroom observation been conducted within the current or previous academic year, reviewed with the instructor, and feedback provided?

Manager
Rating * select one

Back **Next** Save for Later Close

Your screens and processes may vary

Instructions: Adjunct Faculty Appraisals



3. Provide comments, as needed. If “No” was selected for questions 1-4 or “Yes” was selected for question 5, please provide an explanation. If comments are not needed, please type “N/A.” Click **Next**.

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Adjunct Faculty Appraisal Comments

Please provide comments, as needed. Type "N/A" if not applicable.

Question If "No" was selected for questions 1-4 or if "Yes" was selected for question 5, please provide an explanation and list steps being taken to address any deficiencies.
If "Yes" was selected for questions 1-4 and "No" was selected for question 5, you may type "N/A."

Manager

Answer *

Format B I U A [List] [Link]

Back Next Save for Later Close

4. Review your responses and click **Submit**. Note: You cannot make any changes once the appraisal is submitted. An appraisal meeting with adjunct faculty is not required.

Complete Manager Evaluation
Manager Evaluation: Adjunct Faculty Review

Adjunct Faculty Appraisal Questions

Question 1. Have student surveys of instruction from the most recent long semesters been reviewed by the instructor and feedback provided?

Manager

Rating Yes

Question 2. Has a classroom observation been conducted within the current or previous academic year, reviewed with the instructor, and feedback provided?

Manager

Rating Yes

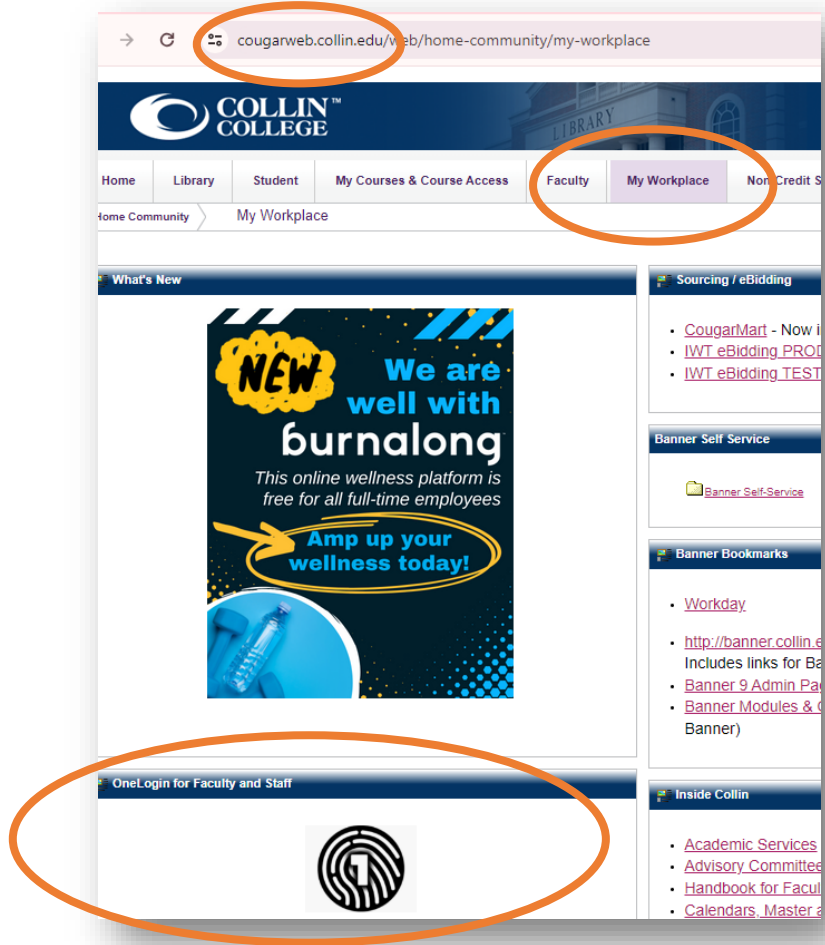
Submit Save for Later

Your screens and processes may vary



PHASE 2, ADJUNCT FACULTY: REVIEW AND ACKNOWLEDGE APPRAISAL

1. Access Workday.
 - a. Launch **OneLogin** from **CougarWeb > My Workplace**.

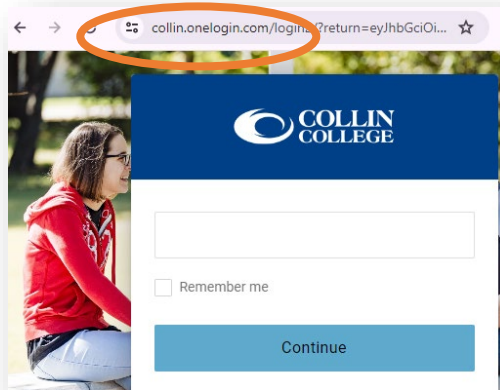


Your screens and processes may vary

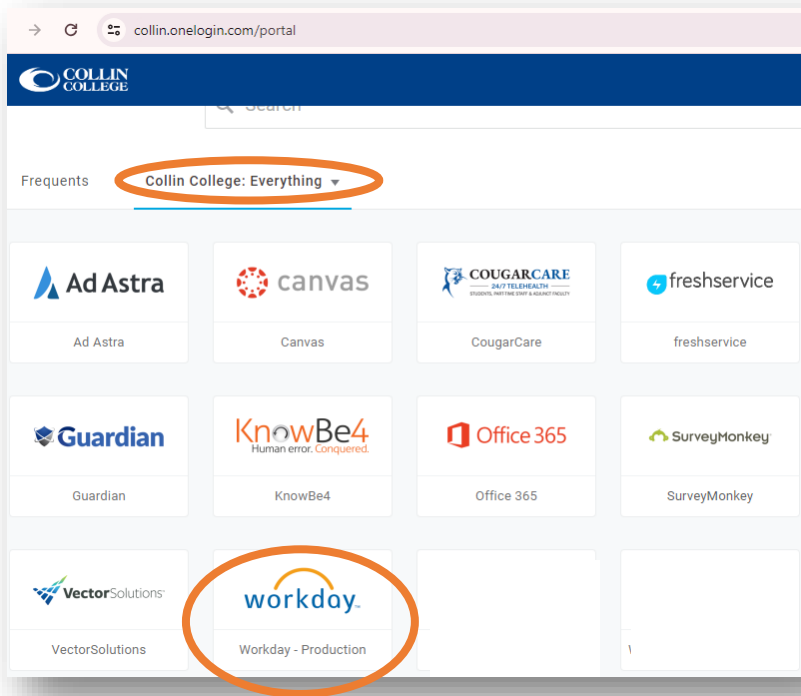
Instructions: Adjunct Faculty Appraisals



- b. Alternatively, launch **OneLogin** from **Collin.onelogin.com**.



- c. Enter your Collin College credentials and access **Workday**.

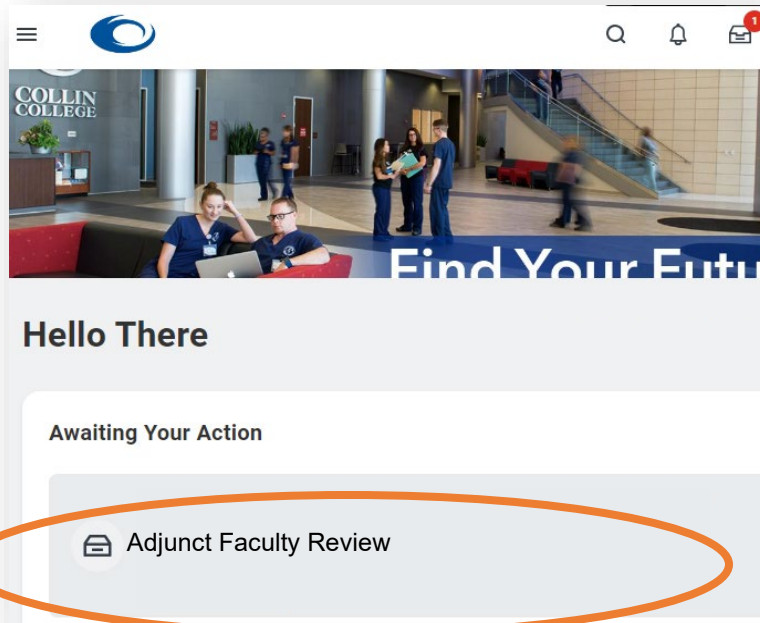


Your screens and processes may vary

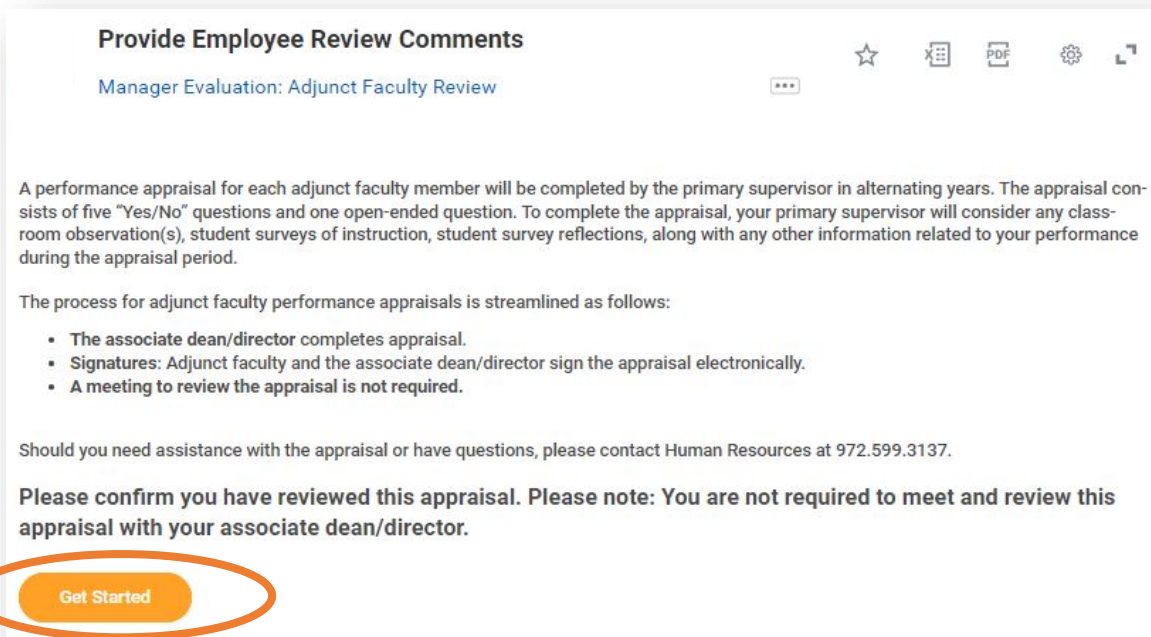
Instructions: Adjunct Faculty Appraisals



- To launch, click the **Adjunct Faculty Appraisal** task from your **Action Items/Workday Inbox**.



- Click **Get Started**. Carefully review the appraisal. Reach out to your associate dean/director with any questions.



Your screens and processes may vary



4. Select the appropriate acknowledgement **Status** from the drop-down menu. You must select a status to continue. Add comments, if needed, and click **Submit**. *Please note: An appraisal meeting with your associate dean/director is not required.*

Acknowledgement

Employee Acknowledgement

Status *

Comment

Comment

Format

Submit Save for Later Close

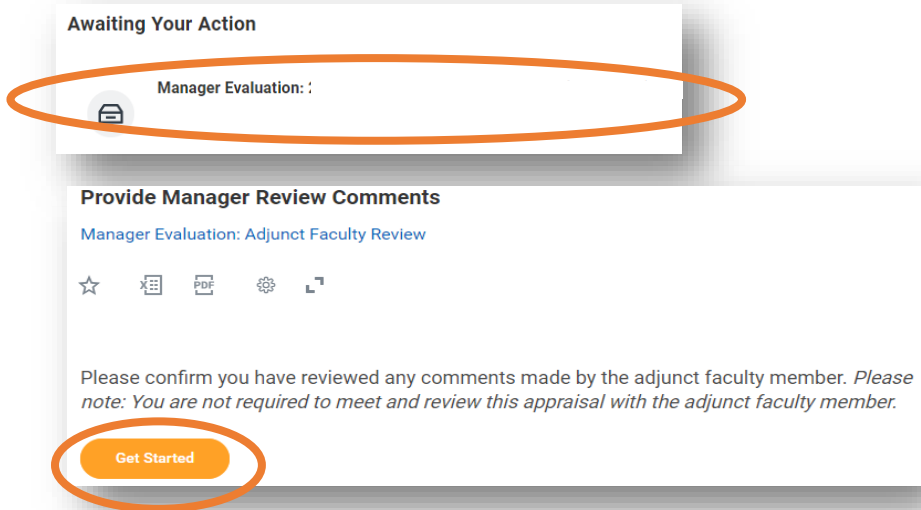
Your screens and processes may vary



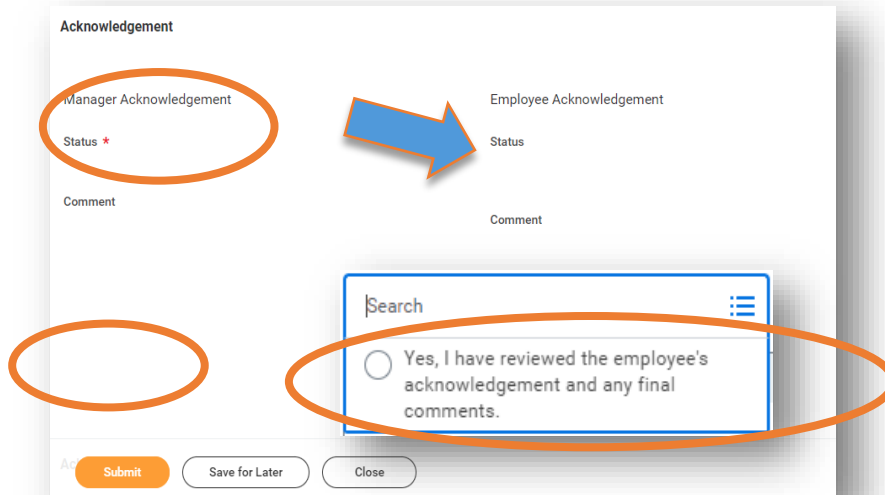
PHASE 3, ASSOCIATE DEAN/DIRECTOR: ACKNOWLEDGE AND SUBMIT

From the **Workday Home/Welcome page**:

1. Launch the appraisal from your **Action Items/Workday Inbox**.



2. Carefully review the faculty member's comments. If the employee has written any concerning comments, please contact HR.
3. Select the appropriate acknowledgement **Status** from the drop-down menu. You must select a status to continue. Add comments, if needed, and click **Submit**.



Your screens and processes may vary

Instructions: Adjunct Faculty Appraisals

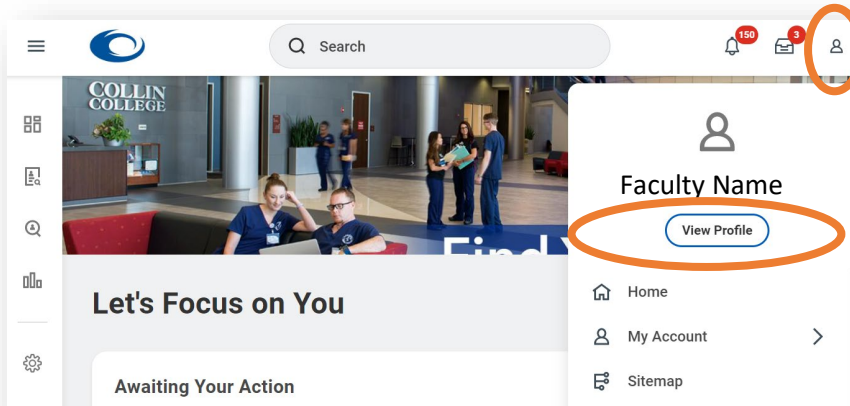


PHASE 4 (OPTIONAL), ADJUNCT FACULTY: TO ACCESS COMPLETED APPRAISALS AT A LATER DATE

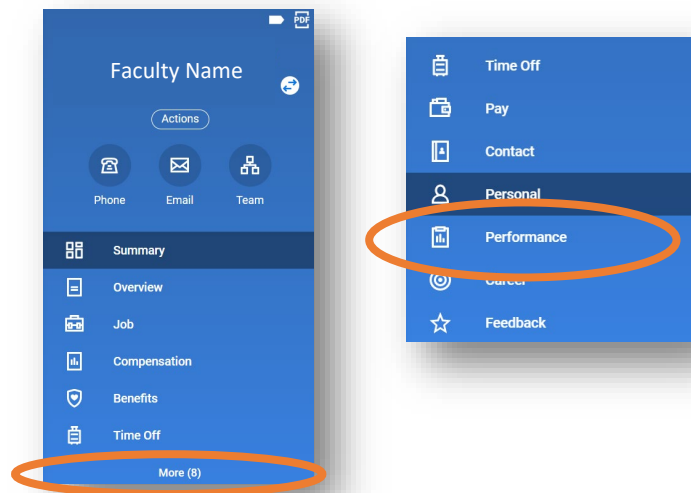
Launch Workday from [Collin.onelogin.com](https://collin.onelogin.com) or [CougarWeb > My Workplace](#).

From the [Workday Home/Welcome page](#):

1. Click the **Profile** icon in the upper-right corner. Click **View Profile**.



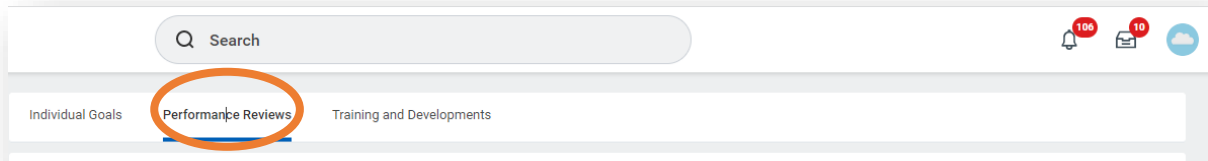
2. Navigate to the blue rectangle on the left-hand side of the screen. Under **Actions**, select **Performance**. You may have to click **More** and scroll down to show this option.



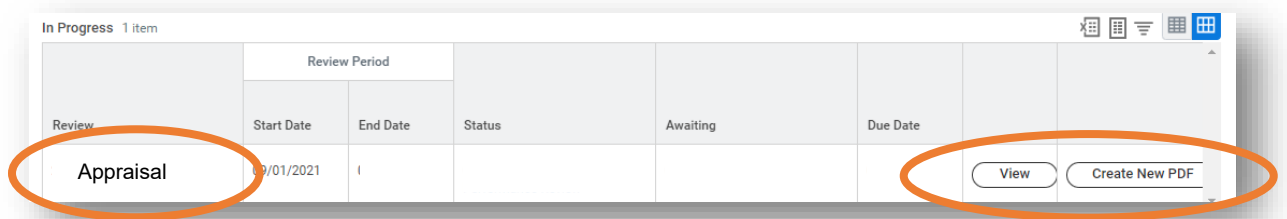
Your screens and processes may vary



3. Click **Performance Reviews**.



4. View the completed document or generate a PDF. **The PDF will appear in your Workday Inbox.**



5. Click the hyperlink to open the PDF. Use the black tool bar at the top of the document. Download the file by clicking the **Download** icon, print the file by clicking the **Print** icon, or view the file pages using the **Navigation** arrows.

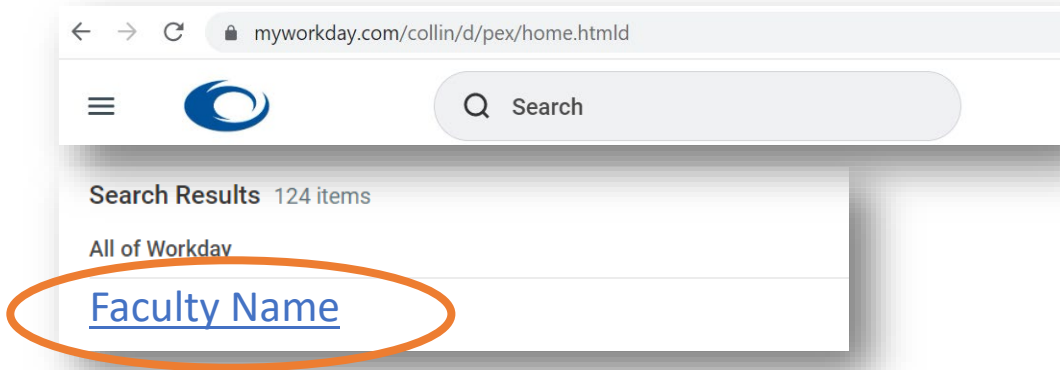




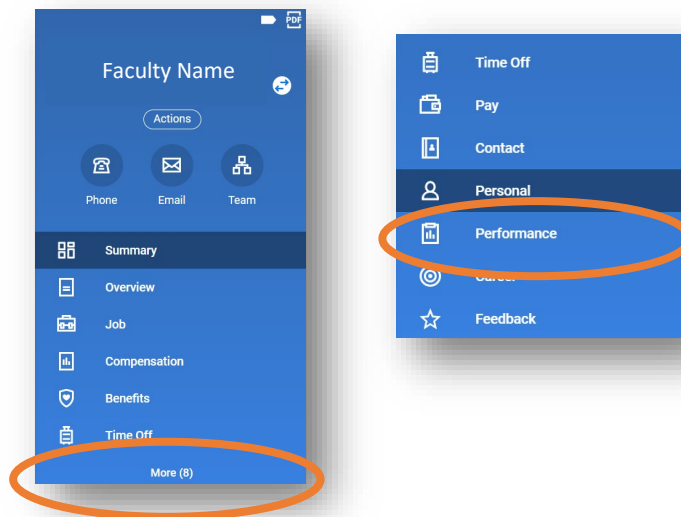
PHASE 4 (OPTIONAL), ASSOCIATE DEAN/DIRECTOR: TO ACCESS COMPLETED APPRAISALS AT A LATER DATE

Launch Workday from [Collin.onelogin.com](https://collin.onelogin.com) or [CougarWeb > My Workplace](#).
From the [Workday Home/Welcome page](#):

1. Type the adjunct faculty member's name in the **Search Bar**. Select the faculty member's name. *You will only have access to see appraisals of faculty members in your org chart.*



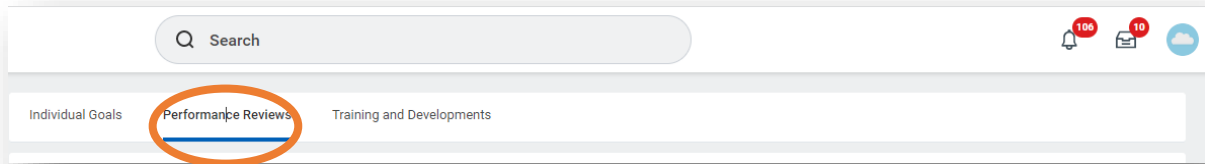
2. Navigate to the blue rectangle on the left-hand side of the screen. Under **Actions**, select **Performance**. You may have to click **More** and scroll down to show this option.



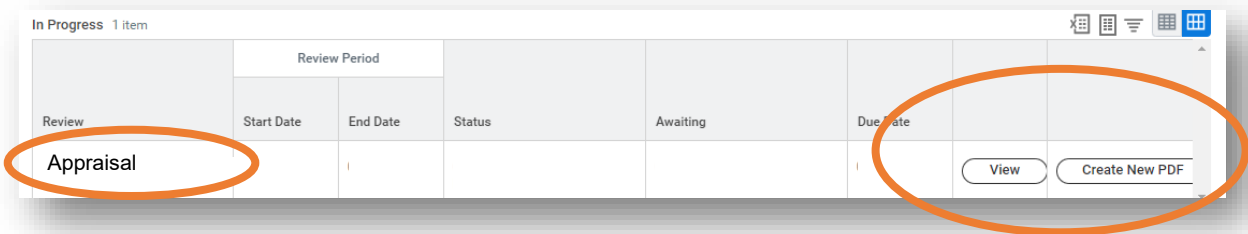
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