# Instructions: Annual FT Faculty Appraisals

New full-time faculty who start on or after May 1, 2024 will not have an annual appraisal, only a 90-day appraisal for 2023-2024. Temp full-time (TFT) faculty who taught for one long semester will not have an annual appraisal. TFT faculty who taught both long semesters will have performance appraisal without the goal review and goal-setting sections.

Phase 1, ASSOCIATE DEAN/DIRECTOR: REVIEW EMPLOYEE SELF-ASSESSMENT AND WRITE APPRAISAL

Launch Workday from Collin.onelogin.com or CougarWeb > My Workplace.

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

1. Launch the appraisal under **Awaiting Your Action**. Do not be concerned about the due date listed in Workday. The overall appraisal due date is August 31, 2024. Please complete the appraisal with enough time to meet with the employee and obtain acknowledgments in Workday by August 31, 2024.
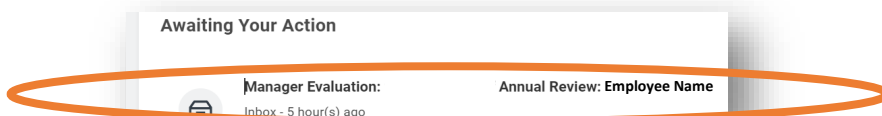
2. Review instructions for completing the appraisal. Click **Get Started**.

3. At any time, you may send back the self-assessment if a faculty member has not provided adequate or accurate comments, or has any issues related to goal evaluation or goal setting. Navigate to the end of the appraisal and click **Send Back**.

4. Indicate if the employee has had any disciplinary actions during the appraisal period.

Instructions: Annual FT Faculty Appraisals

5. Select the appropriate **Proficiency Rating** (Meets the Expected Level of Performance or Improvement Needed) for each **Competency** within **Teaching**. Review the **Employee Summary Comments** (bottom right). Add required **Manager Summary** comments to justify proficiency ratings (bottom left). Click **Next**.

6. Select the appropriate **Proficiency Rating** (Meets the Expected Level of Performance or Improvement Needed) for each **Competency** within **Advising and Supporting Students**. Review the **Employee Summary Comments** (bottom right). Add required **Manager Summary** comments to justify proficiency ratings (bottom left). Click **Next**.

Advising and Supporting Students

The Council on Excellence Criteria for Faculty Engagement in Student Advising
A Collin College faculty member

- Provides advice to students about career and curriculum options
- Directs students to competent help for academic and non-academic problems, i.e., Tutoring, Writing Center, ACCESS, Counseling Center, etc.
- Supports student organizations and events
- Is available to and approachable by students and may provide letters of recommendation in support of student success or education/career objectives

Please Note: Not every bulleted item above may apply for every faculty member. In some cases there may be different or additional items that are unique to the faculty member's discipline or academic department.

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.

4 items

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

Manager Summary

Comment * | Format ∨ | **B** *I* U A ∨ | ≔ | ⬯

Employee Summary

Comment   comment

Instructions: Annual FT Faculty Appraisals

7. Select the appropriate **Proficiency Rating** (Meets the Expected Level of Performance or Improvement Needed) for each **Competency** within **Professional Development**. Review the **Employee Summary Comments** (bottom right). Add required **Manager Summary** comments to justify proficiency ratings (bottom left). Click **Next**.

Professional Development

The Council on Excellence Criteria for Professional Development

A Collin College faculty member

- Remains current and competent in the discipline, staying vigilant and continuously monitoring advances in related scholarship.
- Creates and sustains an on-going program of self-development and improved pedagogy
- Seeks opportunities for any of the following:
  - Professional growth formal research and publication, production in one's art, professional performance, etc
  - Presentations before professional societies or other meetings
  - Workshop and conference participation
  - Active involvement in professional associations or community organizations
  - Academic career advancement through course work

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.

---

4 items

Competency	Manager Evaluation
Remains current and competent in the appropriate academic discipline	Proficiency Rating *
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	Proficiency Rating *
Regularly participates in Faculty Development meetings, activities, or programs offered by the District	Proficiency Rating *
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 management, etc.	Proficiency Rating *

Manager Summary

Comment *   Format ∨ | B *I* U A ∨ | ☰ ⌗

Employee Summary

Comment   comment

Instructions: Annual FT Faculty Appraisals

8. Select the appropriate **Proficiency Rating** (Meets the Expected Level of Performance or Improvement Needed) for each **Competency** within **College Service**. Review the **Employee Summary Comments** (bottom right). Add required **Manager Summary** comments to justify proficiency ratings (bottom left). Click **Next**.

Instructions: Annual FT Faculty Appraisals

9. Select the appropriate **Proficiency Rating** (Meets the Expected Level of Performance or Improvement Needed) for each **Competency** within **Professionalism**. The faculty member <u>should not</u> have provided **Employee Summary Comments** (bottom right). Add required **Manager Summary** comments to justify proficiency ratings (bottom right). Click **Next**.

10. Review the faculty member's **Employee Summary Comments** regarding student evaluations. Do not provide comments on this page. You will provide comments on the following page. Click **Next**.

11. Review student evaluations. Identify **Strengths** (required), **Areas for Development** (required), and **Areas of Special Concern** (if applicable). Click **Next**.

12. Evaluate the completion of goals for the appraisal period (2023-2024). Click **Rating** to reveal the drop-down menu to indicate goal completion under **Manager Evaluation**. You may also add comments. When finished, click **Next**.

    If the employee is new to Collin and completed the 90-day appraisal in Workday and set goals for 2023-2024, these goals should appear here. If the employee did not have goals for 2023-2024, this section will remain blank. Goal review is not required for temp full-time faculty.

    If an employee has 2023-2024 goals, but they do not appear here for rating, please contact TrainingAndDevelopment@Collin.edu before continuing.

    Do not edit 2023-2024 goal information on this page. If you do, you will receive an error when submitting the appraisal. Please refer to the goal revision job aid for further instructions.

    If irrelevant goals from a prior year's appraisal appear here, please return the self-assessment for the faculty member to remove them.

Instructions: Annual FT Faculty Appraisals

13. On the **Goal Setting** page, review the 2024-2025 goals set by the employee. You may edit these goals or add goals. Click **Add** to insert a new goal. Make sure you select an appropriate **Faculty** goal **Category** and identify a **Due Date** in Summer/Fall 2024-Spring 2025. Please ensure to update any incorrect goal categories.

    Repeat this process until there are three or more goals for 2024-2025. When finished, click **Next**.

Select the appropriate staff or faculty goal category.

Select an appropriate due date in Summer/Fall2024-Spring 2025.

Do not include a status.

14. Ensure the faculty member has attached the **Teaching Schedule** document. Click the document icon to open and view attachments. If the Teaching Schedule is missing or incorrect, please send the self-assessment back for the faculty member to add, make changes, and resubmit.

Attach Teaching Schedule and Supporting Documents

INSTRUCTIONS FOR FACULTY

Step 1: Please use the Teaching Schedule template available on the HR Performance Management page.

Step 2: Save the completed template to your local drive.

Step 3: Attach the completed Teaching Schedule document to this review.

Step 4: Attach any additional documents to the review, if needed.

INSTRUCTIONS FOR ASSOCIATE DEANS/DIRECTORS

Step 1: Click on the Teaching Schedule and other documents to view.

Step 2: Attach any additional documents, if needed.

Manager

Drop files here

or

Select files

Employee

Teaching Schedule \
Uploaded by

DOC

Upload Date

Comment

workday. | EDUCATION

COLLIN COLLEGE

15. Verify the teaching schedule has been attached by selecting the appropriate response from the drop-down menu. Click **Next**.

16. Provide the **Faculty Overall Rating** of "Meets the Expected Level of Performance" or "Improvement Needed." An employee who receives an overall rating of "Improvement Needed" will be ineligible for a general pay increase (GPI). Click **Next**.

    Note: An overall rating of "Needs Improvement" should not be given to a faculty member who has not had documented coaching, disciplinary action, or a PIP during the evaluation period. The annual performance appraisal is not in lieu of coaching, progressive discipline, and/or the PIP process.

17. Before submitting the appraisal, the associate dean/director is expected to schedule and conduct a performance review meeting in person with the faculty member to discuss the performance appraisal. Follow these steps:

- Exit the appraisal. Do not click **Submit**.
- Print two copies of this appraisal or pull up the document on a computer screen and share with the faculty member.
- During the meeting, review the appraisal, provide feedback, and address any concerns.

18. Make any final necessary changes to the appraisal online, click **Next**, then click **Submit** in the presence of the faculty member.

Employee Meeting Confirmation

Managers, complete the following steps before clicking "Submit":

1. Schedule and conduct a performance review meeting with the employee to discuss the performance appraisal.

2. During the review meeting, open the review on a laptop or tablet. As an alternative, you can print two copies of this review and bring them to the meeting.

3. During the meeting, go over the entire review, provide feedback, and address any employee concerns.

4. Make any necessary changes to this review online and confirm employee's acceptance at the meeting. *If you have not yet completed steps 1-4, please click "Save For Later" – do not click "Submit."*

5. In the presence of the employee, the supervisor should click "Submit." Once submitted, the review can no longer be modified.

6. The employee should log in within one to three business days to review, acknowledge, and submit the evaluation.

7. The supervisor will receive a final inbox item to acknowledge completion of the process.

Question   Have you conducted a performance review meeting with the employee? *Do not click "Submit" until you have done so.*
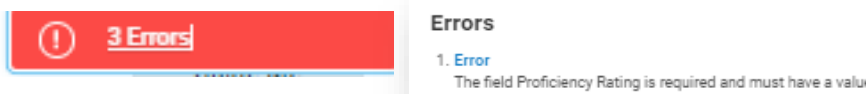
Manager

Rating   select one   ▼

Submit   Send Back   Save for Later   Close

19. If you receive an **Error** when attempting to submit, you must make corrections and click **Submit** again. To see error details, click the **Error** hyperlink in the red box. You may have to scroll up or down to see this box.

If you receive an **Alert**, you may make the change or not, depending on applicability. Click the alert to view details. You will have to click **Submit** again to ensure the appraisal is submitted.
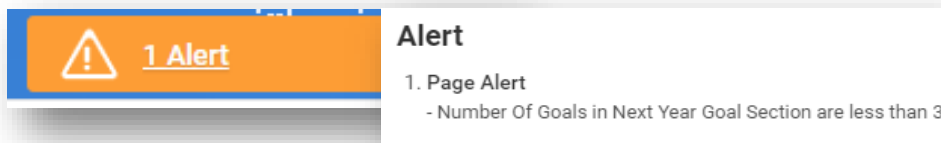
The appraisal has been submitted when you see the dialog box indicating success. If you do not see this box, the appraisal is not yet submitted.
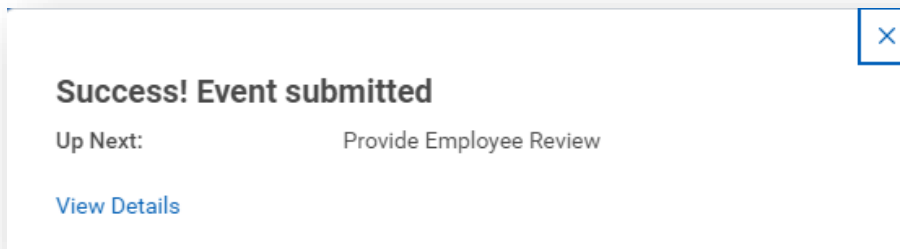
If the appraisal is still in your **Action Items/Workday Inbox**, you have not successfully submitted.

Once successfully submitted, the appraisal will go to the faculty member for acknowledgment.
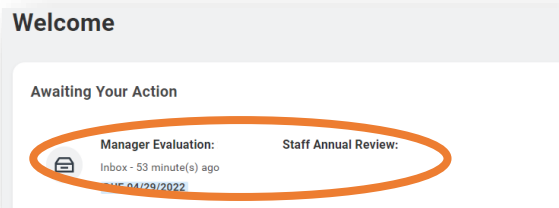
Instructions: Annual FT Faculty Appraisals

Phase 2, ASSOCIATE DEAN/DIRECTOR: REVIEW EMPLOYEE COMMENTS, ACKNOWLEDGE, AND SUBMIT

Launch Workday from Collin.onelogin.com or CougarWeb > My Workplace.
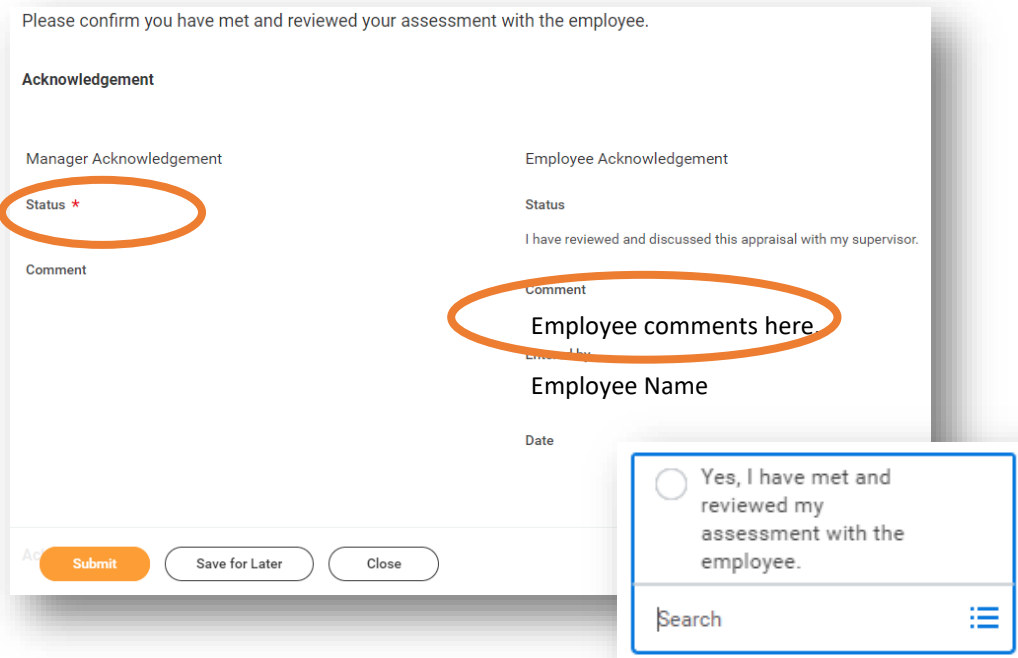
From the Workday **Home/Welcome** page:

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

2. Carefully review the employee's comments. If the employee has written any concerning comments, please contact HR.

   Select the acknowledgement **Status** from the drop-down menu. Add comments, if needed.

3. Click **Submit**.