

# The Power of Performance Appraisals

Presented by Training and Development



# W I N S

01

Review best practices and examples to help write an effective self-assessment

02

Implement the SMART goal framework to set meaningful, measurable goals

03

Discuss successful submission of your self-assessment and tips for your appraisal meeting



# Self-Assessment Preparation



# Research and Reflect Before Writing

01

Review  
expectations

02

Review  
goals

03

Review  
feedback

04

Gather  
documents

*(Lattice Team, 2021)*

Review the Council on Excellence's Definition of an  
Excellent Faculty Member:

[https://inside.collin.edu/committees/coe/EXCELLENT%20  
Faculty%20Member.pdf](https://inside.collin.edu/committees/coe/EXCELLENT%20Faculty%20Member.pdf).

**Please answer the questions in the poll.**

## Areas of Self-Assessment

- Teaching
- Advising and Supporting Students
- Professional Development
- College Service

**Please answer the questions in the poll.**

Additional Appraisal Area – Professionalism



## Reminders for Your Self-Assessment

- Start early
- Stick to detailed bulleted lists or concise narratives
- Include accomplishments and challenges
- Be specific, articulate, and thorough
- Explain acronyms, jargon, and discipline-specific information

*The performance review self-assessments for the most recent two years are what will be included as the self-evaluation for your multi-year contract.*





# Write a Strong Self-Assessment



**Identify  
quantifiable  
impact and  
outcomes,  
not activities**

## **Advising/Supporting Students**

*Presented a one-hour session on MLA documentation during the Writing Center's "Seminar Series" that was attended by 40 students and received an average score of 4.5/5 for usefulness on the post-session feedback survey.*



# Write a Strong Self-Assessment



**Be honest and open about challenges, improvements, and growth opportunities**

“I want to work on \_\_\_\_\_.”

“I have learned \_\_\_\_\_ from \_\_\_\_\_.”

“Through \_\_\_\_\_ workshops and \_\_\_\_\_ courses, I will gain \_\_\_\_\_.”

“I showed progress in \_\_\_\_\_ this year, and I want to improve in \_\_\_\_\_.”



# Write a Strong Self-Assessment



**Tie individual  
contributions  
to team  
success**

“By contributing my expertise in [skill], the \_\_\_ Committee was able to accomplish [achievement].”



## Use “I” and action verbs

### **Breakout Room: Action Verb Challenge**

With your team write a list of as many action verbs  
as you can before time is called.

*Please do not use outside resources.*

# Use the STAR Method

**Situation or task**

**01**

**Action taken**

**02**

**Result**

**03**

**More on STAR  
Method at:**

<https://www.peplegoal.com/blog/10-annual-performance-review-employee-self-evaluation-examples>



# Self-Assessment Examples



## Teaching

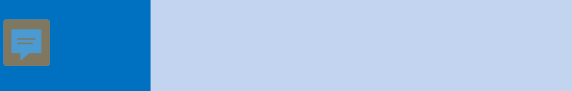
- Identify what went well and what challenges you faced
- Tie back to COE criteria:
  - Facilitate learning of fundamental body of knowledge
  - Teach students to apply, critique, analyze, and build upon fundamental body of knowledge
  - Use current materials, research, and instructional methods
  - Provide meaningful feedback that is timely and effective



## Example – Teaching

I redesigned the online eight-week express \_\_\_\_\_ course I teach. Based on student feedback indicating that deadlines were too challenging, I implemented \_\_\_\_\_. Student evaluations indicated that this \_\_\_\_\_ worked much better. I received a rating of \_\_\_\_\_ out of 5.0 for course management. Comments included, “\_\_\_\_\_” and “\_\_\_\_\_.”





## Advising and Supporting Students

- Serve as Academic Planning Coach for \_\_\_\_\_ students, 20XX-present
- Serve on \_\_\_\_\_ Student Committee which \_\_\_\_\_, 20XX-present
- Judged \_\_\_\_\_ submissions for \_\_\_\_\_, Fall 2023
- Mentored former Collin College student writing an article for publication in \_\_\_\_\_ on \_\_\_\_\_
- Interviewed by a \_\_\_\_\_ graduate student to support studies in \_\_\_\_\_

# Professional Development

- Categorize by type of professional development
- Provide dates of attendance/completion
- Give number of hours (where applicable)
- Identify outcomes of development

*Consider:*

*LinkedIn Learning, Collin College events and sessions, conferences, webinars, presentations given, authored materials, read materials*

## Examples – Professional Development

### Conferences attended/presented

- Participated, the 25<sup>th</sup> Annual International Conference on \_\_\_\_\_, City, State, Dates

The two-day conference consisted of \_\_\_\_ sessions. This conference benefitted my students because we now spend more time on \_\_\_\_\_. Students are now required to \_\_\_\_\_. The tools learned at the conference have improved my \_\_\_\_\_.

- Presented, “\_\_\_\_\_,” Faculty Development Conference, Jan. 4, 2024

Expected faculty learning outcomes were \_\_\_\_\_.

## Examples – Professional Development

### Training completed

- “Effective Communication,” Leading for Excellence Academy, Feb. 7, 2 hours

I learned \_\_\_\_, which I have since used to improve listening.

### Reading completed

- Banta, T. W., & Palomba, C. *Assessment essentials: Planning, implementing, and improving assessment in higher education*. San Francisco, CA: Jossey-Bass, 2015.

I was able to implement \_\_\_\_\_ in ENGL XXXX, which as resulted in \_\_\_\_\_.

## College Service

- Role (Served, Co-chair, etc.)
- Committee/task force name
- Time served
- Committee's mission
- Your contributions
- Time commitment

*“Note: I have provided an attachment that outlines my achievements as \_\_\_\_\_ for which I receive a stipend.”*

Co-chair, \_\_\_\_\_ Committee, 20XX-20XX

- Committee mission
- Your contributions
- Time commitment (\_\_\_ hrs per \_\_\_)

## **Group Discussion:**

**How can you enhance documentation of professional development and college service?**



## Student Evaluations

- Avoid pasting long passages from student evaluations
- Summarize positive trends and areas to work on
- Provide supporting comments/ratings
- Explain next steps

# SMART Goal Framework



## Setting 2024-2025 SMART Goals

**S** Specific

**M** Measurable

**A** Attainable

**R** Relevant

**T** Timely

Goals should be challenging, meaningful, and tied to team goals/mission, performance indicators, or professional improvement and development.

## Examples of Adequate Goals

Complete adjunct class observation training and conduct three adjunct class observations by (date).

No later than (date), develop and implement a training video for the (assignment name) project in (course sections) that explains the assignment, provides examples, and refers to relevant course content and resources.

By (date), submit a proposal for the Faculty Development Conference entitled (session name) that will address faculty challenges in (challenges) by (learning objectives).

# Breakout Room:

## How can you make your 2024-2025 goals SMART?

*Discuss this with your colleagues.*

Consider:

- COE excellent faculty member expectations
- Personal and team strengths and challenges
- Career development
- Team mission and goals
- Measures of success
- Upcoming projects and initiatives

# **Send-Backs and Appraisal Meeting Preparation**

# Successfully Submit Your Self-Assessment

- Provide adequate, accurate feedback in all required sections
- Pull in and evaluate 2023-2024 goals
- Remove any visible prior year goals
- Clear any alerts or errors and click “Submit” again



## Prepare for Your Appraisal Meeting

- Be accountable
- Be present with an open mindset
- Be a catalyst for positive change
- Be prepared with any questions or areas to discuss

S<sub>1</sub> U<sub>1</sub> C<sub>3</sub> C<sub>3</sub> E<sub>1</sub> S<sub>1</sub> S<sub>1</sub>  
F<sub>4</sub> A<sub>1</sub> V<sub>4</sub> O<sub>1</sub> U<sub>1</sub> R<sub>1</sub> S<sub>1</sub>  
T<sub>1</sub> H<sub>4</sub> E<sub>1</sub>  
P<sub>3</sub> R<sub>1</sub> E<sub>1</sub> P<sub>3</sub> A<sub>1</sub> R<sub>1</sub> E<sub>1</sub> D<sub>2</sub>

# Thank you!



Please share your feedback!



# Resources

For more training resources, please visit:

<https://inside.collin.edu/hr/PerformanceAppraisals.html>

For upcoming office hours and other training events, please visit

[https://inside.collin.edu/hr/training\\_calendar.html](https://inside.collin.edu/hr/training_calendar.html)

Questions? Please contact  
[TrainingandDevelopment@Collin.edu](mailto:TrainingandDevelopment@Collin.edu).

# Resources

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