

ANNUAL PLAN/SELF-EVALUATION

for Academic Faculty (Instructional)

Employee's Information				
Name		Position/Title		Department
Evaluation Academic Year _____ Note: The Evaluation is for the academic year from July 1 st to June 30 th , however activities performed after April 1st may be used on the following year's plan if they weren't accounted for within that year's activities.			Plan Submission Date	Plan Revision Date
Instructions The Annual Performance Evaluation is intended to give the faculty member and others reviewing the faculty member's performance a context for understanding the range and robustness of their professional activities in three areas of performance review; teaching effectiveness, professional development, and service to college and community. Employee should complete the Annual Plan and submit the form to the chair/dean by the first business day after Labor Day. Revisions to the Annual Plan can be made up to March 31 with chair/dean approval. The Self Evaluation will be completed and turned in to the chair/dean in April, per the timeline published on the website for the academic year. When completing the Self Evaluation, faculty should briefly address each activity completed, what you did, and if appropriate, what came from it, or how it benefited the College. Please refer to the TMCC website for complete procedures and timeline. <ul style="list-style-type: none"> • Activities marked with * are eligible to be multiplied. • When applicable, you need to enter your Activity Value, Activity Multiplier and Total Points for each activity manually and then the form will automatically tally your total points from each category and populate the performance scoring section. 				

SATISFACTORY REQUIREMENTS

To achieve "Satisfactory", you must fulfill the following:		
<ul style="list-style-type: none"> • ALL applicable criteria in Primary Job Responsibilities (S1 through S3), and • One activity from College/Appropriate Service (S4 or S5), and • One activity from Faculty Professional Development (S6) <p><i>Note: tenure-track faculty should refer to the Standards for Recommending Appointment with Tenure (NSHE Handbook, Title 2) to ensure all tenure-track requirements are being met.</i></p>		
S1: Primary Job Responsibilities—Teaching, Class Mgmt., Service to Students, Other Teaching Responsibilities	Plan	Achieved
a) Meet classes.	<input type="checkbox"/>	<input type="checkbox"/>
b) Hold 5 office hours per week as specified in NFA contract.	<input type="checkbox"/>	<input type="checkbox"/>

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S1: Primary Job Responsibilities—Teaching, Class Mgmt., Service to Students, Other Teaching Responsibilities <i>(cont'd)</i>	Plan	Achieved
c) Receive satisfactory classroom/lab observation from supervisor when applicable.	<input type="checkbox"/>	<input type="checkbox"/>
d) Submit comprehensive course syllabi to the department by end of first week of each class.	<input type="checkbox"/>	<input type="checkbox"/>
e) Submit book orders on time or as agreed by Department chair.	<input type="checkbox"/>	<input type="checkbox"/>
f) Receive satisfactory student evaluations.	<input type="checkbox"/>	<input type="checkbox"/>
g) Respond to student requests, appeals and information needs in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>

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S2: Primary Job Responsibilities—Department/Division Duties	Plan	Achieved
<i>a) Attend department and division meetings.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>b) Respond to chair/dean/director requests in a timely manner.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>c) Participate in assessment of your courses as outlined in the department's assessment cycle, including submission in the relevant software, as appropriate.</i>	<input type="checkbox"/>	<input type="checkbox"/>
S3: Primary Job Responsibilities—Annual Plan	Plan	Achieved
<i>a) Submit detailed Annual Plan and Self-Evaluation in a timely manner or as requested by administration.</i>	<input type="checkbox"/>	<input type="checkbox"/>

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S4: College/Appropriate Community Service—College Service <i>(choose one activity)</i>	Plan	Achieved
<p>a) Actively participate on one of the following:</p> <ul style="list-style-type: none"> • College standing committee • Senate standing committee • Another college committee, created by administration or the Faculty Senate • Faculty screening committee • Program advisory committee 	<input type="checkbox"/>	<input type="checkbox"/>
<p>b) Log four tutoring hours per semester at the TMCC Tutoring and Learning Center.</p>	<input type="checkbox"/>	<input type="checkbox"/>
S5: College/Appropriate Community Service—Appropriate Community Service	Plan	Achieved
<p>a) Any college/appropriate community organization, volunteer work or other community activity, such as community outreach.</p>	<input type="checkbox"/>	<input type="checkbox"/>
S6: Faculty Professional Development—In-Service Training <i>(choose one activity)</i>	Plan	Achieved
<p>a) Two TMCC professional development sessions throughout the year, including during Professional Development Days (name them below).</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>b) Required training sessions (e.g., sexual harassment, active shooter training, etc.; name them below).</p>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDABLE/EXCELLENT REQUIREMENTS

To receive **Commendable** or **Excellent**, you must fulfill **ALL** Satisfactory requirements. The Faculty member will determine the **Commendable** and **Excellent** activities that will be used/performed for the Annual Plan and Self-Evaluation. The following point distribution shall be followed:

- **Commendable 1:** 5 points from C/E1–C/E3; a minimum of 2 points shall come from C/E1
- **Commendable 2:** 8 points from C/E1–C/E3; a minimum of 3 points shall come from C/E1
- **Excellent 1:** 12 points from C/E1–C/E3; a minimum of 6 points shall come from C/E1 and also include activities from both C/E2 and C/E3.
- **Excellent 2:** 18 points from C/E1–C/E3; a minimum of 8 points shall come from C/E1 and also include activities from both C/E2 and C/E3.

*** Use of Activity Multiplier**

If two or more highly significant activities fall into one "planned activity" category, then the value of that activity may be multiplied. For example, C/E 1 a. is "teach an established course for the first time," and is a value of 2. Completing one new course is a total of 2 points, and completing two new courses is a total of 4 points. Specifics must be provided in the description box so that each significant activity is clearly described. Faculty are responsible for making and error-checking final tallies. Multiple counts will only be considered for highly significant activities.

Activities marked with an asterisk (*) are eligible to be multiplied. The final determination and number of times an activity may be multiplied is determined through agreement with the chair/dean/director, who will base the decision on whether or not the activities meet the following criteria:

- Is an expression of the employee's professional training (disciplinary-related).
- Involves a critical contribution to colleagues, the department, the division, or the college.

C/E1: Primary Job Responsibilities	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) Teach an established course for the first time. *	<input type="checkbox"/>	2.0		
b) Create a new course (lecture, online/DE, and hybrid). *	<input type="checkbox"/>	2.5		
c) Teach an additional class as an overload. *	<input type="checkbox"/>	1.0		
d) Revamp (more than 25% of material changed) in an existing class (new textbook[s], assignments, accessibility, refocused content, etc.). *	<input type="checkbox"/>	2.0		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
e) Create student books (writing, art, etc.) or Open Education Resource (OER) material, or creative projects for a specific class.	<input type="checkbox"/>	2.5		
f) Adopt or adapt Open Education Resource (OER) material for a course. *	<input type="checkbox"/>	1.0		
g) Work with library staff to augment course content or research/tailor library orientations. *	<input type="checkbox"/>	1.0		
h) Implement the TMCC Standards for Online Instruction in an online class for the first time. *	<input type="checkbox"/>	1.0		
i) Arrange a peer review and implement recommendations. *	<input type="checkbox"/>	1.0		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
j) Observe other faculty teach at least two classes; collaborate regarding pedagogy and other instructional issues. *	<input type="checkbox"/>	1.5		
k) Teach a workshop or seminar. *	<input type="checkbox"/>	2.0		
l) Present in a fellow instructor's class. *	<input type="checkbox"/>	1.0		
m) Present to other faculty or group a creative or unique assignment used during academic year. *	<input type="checkbox"/>	1.0		
n) K-16 involvement in teaching-related issues. *	<input type="checkbox"/>	1.5		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
<i>o) Conduct training for teachers on specific teaching techniques to improve teaching performance. *</i>	<input type="checkbox"/>	1.5		
<i>p) Outside teaching-related activities that center on teaching pedagogy (Forums, Projects, etc.). *</i>	<input type="checkbox"/>	1.0		
<i>q) Participate in student academic advisement.</i>	<input type="checkbox"/>	1.5		
<i>r) Participate in student retention efforts.</i>	<input type="checkbox"/>	1.0		
<i>s) Mentor a new or part-time instructor. *</i>	<input type="checkbox"/>	2.0		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
t) Work with full-time or part-time faculty to maintain consistent curriculum.	<input type="checkbox"/>	1.0		
u) Lead assessment efforts of all sections of a non-GenEd course, including submission of CAR. *	<input type="checkbox"/>	2.0		
v) Lead assessment efforts of all sections of a GenEd course, including submission of CAR and GEAR. *	<input type="checkbox"/>	3.0		
w) Conduct additional assessment work beyond "Satisfactory" for your own courses (additional data collection, development of rubrics for collection/analysis of data, etc.).	<input type="checkbox"/>	1.5		
x) Develop or revise an academic program (through the CIM/CRC process).	<input type="checkbox"/>	2.5		

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
y) <i>Serve as program or discipline coordinator.</i>	<input type="checkbox"/>	2.0		
z) <i>Serve as department chair.</i>	<input type="checkbox"/>	3.0		
aa) <i>Other activities as agreed upon with chair/dean/director. *</i>	<input type="checkbox"/>	1.0–3.0		
C/E2: College/Appropriate Community Service	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) <i>In addition to S5 from "Satisfactory": Actively participate on another college standing committee created by administration/department/Faculty Senate. *</i>	<input type="checkbox"/>	1.5		
b) <i>Actively participate as a Faculty Senator.</i>	<input type="checkbox"/>	1.0		

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
c) <i>Serve in a senate position within the College (e.g., chair of senate committee, senate chair or chair-elect, etc.).</i>	<input type="checkbox"/>	2.0		
d) <i>Chair a faculty tenure track probationary committee. *</i>	<input type="checkbox"/>	2.0		
e) <i>Actively participate as a member of a faculty tenure track committee. *</i>	<input type="checkbox"/>	1.5		
f) <i>NSHE system involvement in College-related issues. *</i>	<input type="checkbox"/>	1.5		
g) <i>Develop community contacts to promote a program or advance College goals.</i>	<input type="checkbox"/>	1.0		

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
<i>h) Chair a department committee. *</i>	<input type="checkbox"/>	2.0		
<i>i) Chair a screening committee. *</i>	<input type="checkbox"/>	2.0		
<i>j) In addition to S.5, serve on a screening committee. *</i>	<input type="checkbox"/>	1.5		
<i>k) Chair a program/unit review (PUR) self-study committee.</i>	<input type="checkbox"/>	2.0		
<i>l) As appropriate, participate in Program Unit Review (PUR) as outlined in the PUR approved cycle.</i>	<input type="checkbox"/>	1.5		

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
m) Write or significantly revise a department Annual Progress Report (APR). *	<input type="checkbox"/>	1.5		
n) Involvement in accreditation.	<input type="checkbox"/>	2.0		
o) Participate or serve on community advisory boards, government boards, school boards, etc. *	<input type="checkbox"/>	1.0		
p) Actively participate in student organizations. *	<input type="checkbox"/>	1.5		
q) Involvement in student recruitment.	<input type="checkbox"/>	1.5		

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
r) Apply for external or intramural funding, be a PI on a grant, or collaborate on a grant proposal. *	<input type="checkbox"/>	2.0		
s) Write and obtain extra-institutional competitive grants or intramural grants. *	<input type="checkbox"/>	2.5		
t) Other college or community service activities as agreed upon with chair/dean/director. *	<input type="checkbox"/>	1.0–3.0		
C/E3: Faculty Professional Development	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
a) In addition to S7a from "Satisfactory": attend a conference or professional development seminar/workshop.	<input type="checkbox"/>	1.5		
b) Maintain membership in a local, regional or national organization related to your discipline.	<input type="checkbox"/>	1.0		

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C/E3: Faculty Professional Development <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
c) <i>Maintain currency in your professional field other than by teaching or attending conferences (e.g., research, publishing, and training).</i>	<input type="checkbox"/>	2.0		
d) <i>Participate in a professional organization by presenting or holding office in that organization.</i>	<input type="checkbox"/>	2.0		
e) <i>Publish an article, or present other discipline-related material in a conference, workshop or forum.</i>	<input type="checkbox"/>	2.0		
f) <i>Publish professional material, such as a book.</i>	<input type="checkbox"/>	2.5		
g) <i>Publish professional material, such as a peer-reviewed article.</i>	<input type="checkbox"/>	3.0		

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C/E3: Faculty Professional Development <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
<i>h) Upgrade academic/teaching preparation through formal or approved coursework.</i>	<input type="checkbox"/>	1.5		
<i>i) Self-review of one online course using the TMCC Standards for Online Instruction. *</i>	<input type="checkbox"/>	2.0		
<i>j) Other professional development activities as agreed upon with chair/dean/director. *</i>	<input type="checkbox"/>	1.0–3.0		

FACULTY MEMBER'S COMMENTS

Use this area to expand on activities performed, or to address other goals achieved.

ANNUAL PLAN APPROVAL/SIGNATURES

<i>Employee and chair/dean have reviewed and agreed to the Annual Plan</i>	
Employee's Signature	Date
Chair's Signature	Date
Dean's Signature	Date

PERFORMANCE SCORING

Satisfactory Requirements

Satisfactory requirement met: Yes No

C/E1-C/E3 Commendable/Excellent Requirements

Total from C/E1 = Total from C/E2 = Total from C/E3 = **Total Commendable/Excellent =**

PERFORMANCE RATING ACHIEVED

Unsatisfactory **Satisfactory** **Commendable 1** **Commendable 2** **Excellent 1** **Excellent 2**

CHAIR/DEAN COMMENTS

From the NFA Contract, Article 12:

12.6: The department chair/director shall review the faculty members' self-evaluation for accuracy and completeness. The department chair shall state in writing his/her conclusions under the section titled "Department Chair's Comments".

12.7: The dean shall review the contents of the self-evaluation written by the faculty member, and the conclusions of accuracy and completeness as stated by the department chair/director. The dean shall comment on the annual report under the section titled "Dean's Comments".

DEPARTMENT CHAIR'S COMMENTS:

DEAN'S COMMENTS:

ADDITIONAL COMMENTS:

EMPLOYEE EVALUATION SIGNATURES

The employee's signature indicates that the employee has read the evaluation and does not indicate that the employee is in agreement or in disagreement with the evaluation.

Employee's Signature	Date
Immediate Supervisor's Signature	Date
Dean's Signature	Date

Vice President of Academic Affairs' Signature	Date
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I concur with evaluation I do not concur with evaluation