

# ANNUAL PERFORMANCE EVALUATION

## for Academic Faculty (Counseling Only)

Employee's Information				
Name		Position/Title		Department
Evaluation Academic Year _____ Note: The Evaluation is for the academic year from July 1 <sup>st</sup> to June 30 <sup>th</sup> , 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.			Evaluation Date	Plan Submission Date
				Plan Revision Date
Instructions				
<p>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.</p> <p>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.</p> <p>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: specifically, what you did, and if appropriate, what came from it, or how it benefited the College.</p> <p>Please refer to the TMCC website for complete procedures and timeline.</p>				

## SATISFACTORY REQUIREMENTS

To achieve "Satisfactory", you must fulfill the following:		
<ul style="list-style-type: none"> <li>• <b>ALL</b> applicable criteria in Primary Job Responsibilities (S1 through S4), <b>and</b></li> <li>• <b>One</b> activity from College/Appropriate Service (S5 <b>or</b> S6), <b>and</b></li> <li>• <b>One</b> activity from Faculty Professional Development (S7)</li> </ul> <p>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.</p>		
S1: Primary Job Responsibilities—Professional Conduct	Plan	Achieved
a) Comply with all sections of NSHE code and policies applicable to faculty, TMCC policies, and ethical standards for professional counselor (ACA, NCC, APA).	<input type="checkbox"/>	<input type="checkbox"/>
S2: Primary Job Responsibilities—Professional Counseling and Teaching Activities	Plan	Achieved
a) Provide counseling to students to include personal, crisis, academic, career and life planning.	<input type="checkbox"/>	<input type="checkbox"/>
b) Receive satisfactory evaluations from students regarding counseling services (appointments, programs, workshops, etc.), and use comments as a means to develop professionally.	<input type="checkbox"/>	<input type="checkbox"/>
c) Schedule and maintain counseling office hours.	<input type="checkbox"/>	<input type="checkbox"/>
d) Receive satisfactory observation/evaluation from chair/director using agreed upon, pre-established guidelines.	<input type="checkbox"/>	<input type="checkbox"/>

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<b>S2: Primary Job Responsibilities—Professional Counseling and Teaching Activities</b> <i>(cont'd)</i>	<b>Plan</b>	<b>Achieved</b>
e) Consult with faculty and staff regarding student development and social/emotional issues when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
f) Teach one course or run an on-going program.	<input type="checkbox"/>	<input type="checkbox"/>
g) Develop and maintain working knowledge of PeopleSoft programs and use in accordance with FERPA regulations.	<input type="checkbox"/>	<input type="checkbox"/>
h) Faculty teaching online classes will adhere to the TMCC Faculty Standards for Online Instruction.	<input type="checkbox"/>	<input type="checkbox"/>
<b>S3: Primary Job Responsibilities—Department/Division Duties</b>	<b>Plan</b>	<b>Achieved</b>
a) Attend department, division, and institutional meetings when on contract.	<input type="checkbox"/>	<input type="checkbox"/>
b) Respond to chair/dean/director requests in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>
c) Participate in assessment of your courses as outlined in the department's assessment cycle, including submission in eLumen, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>
<b>S4: Primary Job Responsibilities—Annual Plan</b>	<b>Plan</b>	<b>Achieved</b>
a) Submit detailed Annual Plan and Self-Evaluation in a timely manner or as requested by administration.	<input type="checkbox"/>	<input type="checkbox"/>
<b>S5: College/Appropriate Community Service—College Service</b> <i>(choose one activity)</i>	<b>Plan</b>	<b>Achieved</b>
a) Actively participate on one of the following: <ul style="list-style-type: none"> <li>• College standing committee</li> <li>• Senate standing committee</li> <li>• Another college committee, created by administration or the Faculty Senate</li> <li>• Faculty screening committee</li> <li>• Program advisory committee</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
b) Log four tutoring hours per semester at the TMCC Tutoring and Learning Center.	<input type="checkbox"/>	<input type="checkbox"/>

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<b>S5: College/Appropriate Community Service—College Service</b> <i>(continued)</i>	<b>Plan</b>	<b>Achieved</b>
<i>c) Perform other activities as agreed upon with the director.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>S6: College/Appropriate Community Service—Appropriate Community Service</b>	<b>Plan</b>	<b>Achieved</b>
<i>a) Any relevant community organization, volunteer work or other community activity, such as community outreach.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>S7: Faculty Professional Development—In-Service Training</b> <i>(choose one activity)</i>	<b>Plan</b>	<b>Achieved</b>
<i>a) Two TMCC professional development sessions throughout the year, including during Professional Development Days (name them below).</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>b) Required training sessions (e.g., sexual harassment, active shooter training, etc.; name them below).</i>	<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. Please refer to the TMCC website for information about the use of the Activity Multiplier.

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.

C/E1: Primary Job Responsibilities	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
<i>a) Facilitate a support group for students.</i>	<input type="checkbox"/>	1.5		
<i>b) Coordinate an activity on behalf of the department.</i>	<input type="checkbox"/>	1.5		
<i>c) Develop a new course, workshop, seminar, program or support group with clearly-stated objectives.</i>	<input type="checkbox"/>	1.5		
<i>d) Teach a workshop or seminar.</i>	<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)
e) Advise or coordinate student activities such as clubs or extracurricular activities.	<input type="checkbox"/>	3.0		
f) Present in a class other than your own.	<input type="checkbox"/>	1.0		
g) Participate in retention/persistence-related activities.	<input type="checkbox"/>	1.5		
h) Arrange a peer review and implement recommendations.	<input type="checkbox"/>	1.0		
i) Interpret career interest and personality inventories.	<input type="checkbox"/>	1.5		
j) Observe other faculty teach a class or run a workshop.	<input type="checkbox"/>	1.5		
k) Collaborate regarding counseling best practices or pedagogy.	<input type="checkbox"/>	1.0		
l) Present to other faculty or group a creative or unique assignment used during academic year.	<input type="checkbox"/>	1.0		
m) Assist with developing departmental goals and/or website updates.	<input type="checkbox"/>	2.0		
n) Mentor a counseling intern, part-time faculty or full-time tenure track faculty member.	<input type="checkbox"/>	2.0		
o) Participate in K-16 activities.	<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)
p) Revamp in a significant way an existing class or program (new textbook[s], assignments, accessibility, refocused content, etc.).	<input type="checkbox"/>	2.0		
q) Conduct training for faculty on mental health/wellness topics.	<input type="checkbox"/>	2.0		
r) In collaboration with Equity and Diversity, present a diversity component to be included in a new or existing course or program.	<input type="checkbox"/>	2.0		
s) Conduct additional assessment work beyond "Satisfactory" for your own courses, department, division or program (additional data collection, development of rubrics for collection/analysis of data, etc.).	<input type="checkbox"/>	1.5		
t) Lead assessment efforts for a course or program or division, including submission of CAR.	<input type="checkbox"/>	2.0		
u) Participate in student academic advisement.	<input type="checkbox"/>	1.5		
v) Other activities as agreed upon with director.	<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) In addition to S5 from "Satisfactory": actively participate on another college standing committee created by administration/department/Faculty Senate.	<input type="checkbox"/>	1.5		
b) Actively participate as a Faculty Senator.	<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) Actively participate in student recruitment and/or organizations.	<input type="checkbox"/>	1.5		
d) Actively participate as a member of a faculty tenure track committee.	<input type="checkbox"/>	1.5		
e) Significant NSHE system involvement in College-related issues.	<input type="checkbox"/>	1.5		
f) Serve in a compensated or non-compensated senate position within the College (e.g., chair of senate committee, senate chair or chair-elect, etc.)	<input type="checkbox"/>	2.0		
g) Chair a department committee.	<input type="checkbox"/>	2.0		
h) Chair a program/unit review self-study committee.	<input type="checkbox"/>	2.0		
i) Significant involvement in accreditation.	<input type="checkbox"/>	2.0		
j) Chair or serve on a screening committee.	<input type="checkbox"/>	2.0		
k) Develop community contacts to promote the counseling program or College goals, and/or participate in community originated projects (i.e., develop, administer or evaluate a community survey).	<input type="checkbox"/>	1.0		
l) Participate as a member of an appropriate local, regional or national professional organization.	<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)
m) Participate as a member of a local community service club or other community service organization.	<input type="checkbox"/>	1.0		
n) Participate in college panel discussions.	<input type="checkbox"/>	1.0		
o) Non-compensated leadership position on community or government board or commission.	<input type="checkbox"/>	3.0		
p) Collaborate with teaching faculty (such as in learning communities, etc.).	<input type="checkbox"/>	2.5		
q) Participate in Planning Council or Planning Council sub-committee.	<input type="checkbox"/>	1.5		
r) Conduct on-campus training for faculty, staff or students.	<input type="checkbox"/>	2.0		
s) Develop and implement a diversity training or workshop for faculty, staff or students.	<input type="checkbox"/>	2.5		
t) Perform volunteer work in community, related to the counseling profession.	<input type="checkbox"/>	2.0		
u) Actively serve on or participate in community advisory boards, government boards, school boards and other boards as approved by the director.	<input type="checkbox"/>	2.5		
v) Serve on a PUR self-study committee outside of your discipline.	<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)
w) Apply for external funding, be a PI on a grant or collaborate on a grant proposal.	<input type="checkbox"/>	2.0		
x) Write and obtain extra-institutional competitive grants.	<input type="checkbox"/>	2.5		
y) As appropriate, participate in Program Unit Review (PUR) as outlined in the PUR-approved cycle.	<input type="checkbox"/>	1.5		
z) Perform other activities as agreed upon with 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) Maintain membership in a local, regional or national organization related to your discipline.	<input type="checkbox"/>	1.0		
b) In addition to S7a from "Satisfactory": attend a conference or professional development seminar/workshop.	<input type="checkbox"/>	1.5		
c) Participate in a professional organization by presenting or holding office in that organization.	<input type="checkbox"/>	2.0		
d) Publish professional material, such as a book.	<input type="checkbox"/>	2.5		
e) Publish professional material, such as a peer-reviewed article.	<input type="checkbox"/>	3.0		
f) Publish an article, or present other discipline-related material in a conference, workshop or forum.	<input type="checkbox"/>	2.0		



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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>g) 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		
<i>h) Upgrade academic/teaching/professional 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) Serve on a conference planning committee for a professional conference.</i>	<input type="checkbox"/>	2.5		
<i>k) Other activities as agreed upon with 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 director have reviewed and agreed to the Annual Plan</i>	
Employee's Signature	Date
Director's Signature	Date

**PERFORMANCE SCORING**

<b>Satisfactory Requirements</b>			
Total Satisfactory S1-S7 =	Satisfactory requirement met: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>C/E1-C/E3 Commendable/Excellent Requirements</b>			
Total from C/E1 =	Total from C/E2 =	Total from C/E3 =	<b>Total Commendable/Excellent =</b>

**PERFORMANCE RATING ACHIEVED**

<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Commendable 1	<input type="checkbox"/> Commendable 2	<input type="checkbox"/> Excellent 1	<input type="checkbox"/> Excellent 2
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**DIRECTOR'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/Supervisor's/Director's Signature	Date

Vice President of Student Services and Diversity's Signature	Date
<input type="checkbox"/> I concur with evaluation <input type="checkbox"/> I do not concur with evaluation	