



# ANNUAL PERFORMANCE EVALUATION

## For Academic Faculty (Instructional)

**Purpose:** from the 2022–2025 TMCC NFA Contract, Article 12: Faculty Evaluation Process, p. 78:

*"Faculty evaluation is a holistic process. Academic faculty evaluations involve a balance between the faculty member's annual plan, the self-evaluation of the annual plan, classroom observations, student evaluations and the supervisor's evaluation of the faculty member's performance."*

**Procedure:** from the 2022–2025 TMCC NFA Contract, Section 12.1, subsection 3.c:

*"The evaluator shall use the contents of the annual self-evaluation, student evaluations, classroom observation(s) where applicable, and elements of the faculty member's annual plan to designate an overall rating for the faculty member under the section "Performance Rating Achieved." This rating shall consider carefully, the rating the faculty member claimed on their Self-Evaluation. Any difference in rating shall be justified on the form."*

| Employee's Information   |                 |            |
|--------------------------|-----------------|------------|
| Name                     | Position/Title  | Department |
| Evaluation Academic Year | Evaluation Date |            |

### 1. Supervisor's Evaluation and Comments on the Faculty Member's Annual Plan and Self-Evaluation

|                                     |
|-------------------------------------|
| a) Primary Job Responsibilities     |
| b) College/Appropriate Service      |
| c) Faculty Professional Development |

### 2. Supervisor's Evaluation and Comments on the Faculty Member's Student Evaluations

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# Annual Performance Evaluation for Academic Faculty

### 3. Supervisor's Evaluation and Comments on the Faculty Member's Classroom Observation(s), if applicable

### 4. 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 |
|---|---------------------------------------|--|--|--------------------------------------|--------------------------------------|

### 5. Dean's Overall Comments

### 6. Optional Written Response from the Faculty Member

### EMPLOYEE EVALUATION SIGNATURE

|   |      |
|---|------|
| <i>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.</i> |      |
| Employee's Signature  | Date |
| Dean's Signature  | Date |
| VPAA's Signature  | Date |