

# Appraisal Process Checklist

## **FY18-19 goals are added to Cornerstone.**

- Faculty:** Obtain FY18-19 goals from your FY17-18 appraisal.
- Faculty:** Add goals to Cornerstone.
- Supervisor:** Approve goals in Cornerstone.

## **Faculty completes self-assessment.**

- Gather teaching load, course releases, and extra assignment details.
- Type comments for each Council on Excellence criteria.
- Gather supporting documents for upload.
- Obtain student evaluations and type brief narrative.
- Gather details to support goal evaluation for current fiscal year.
- Consider goals for the new fiscal year.

## **Supervisor completes faculty appraisal.**

- Gather student evaluations and additional documents, as needed.
- Do not hit the "Submit" button at the end of the process; click "Save and Exit."
- Print two copies of the appraisal and all attachments.
- Schedule a one-on-one meeting with faculty.

## **Supervisor and faculty meet to discuss appraisal.**

- Supervisor:** Make any necessary changes to the digital appraisal
- Supervisor:** Submit the appraisal.

## **Faculty and supervisor sign off on appraisal.**

- Faculty digitally signs appraisal.
- Supervisor digitally signs appraisal.

# Loading FY18-19 Goals

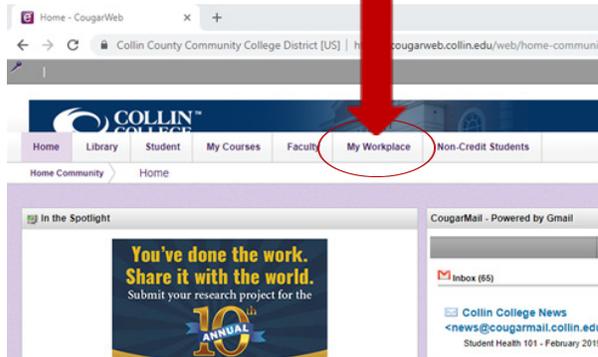
## Faculty: Adding Goals

### Accessing the system

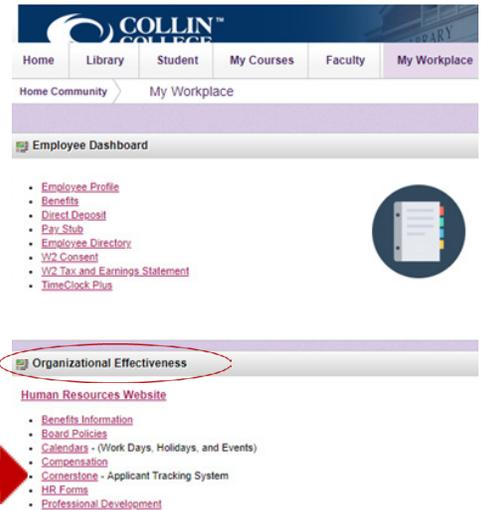
Log into CougarWeb.



Click on **My Workplace**.



Launch **Cornerstone**.

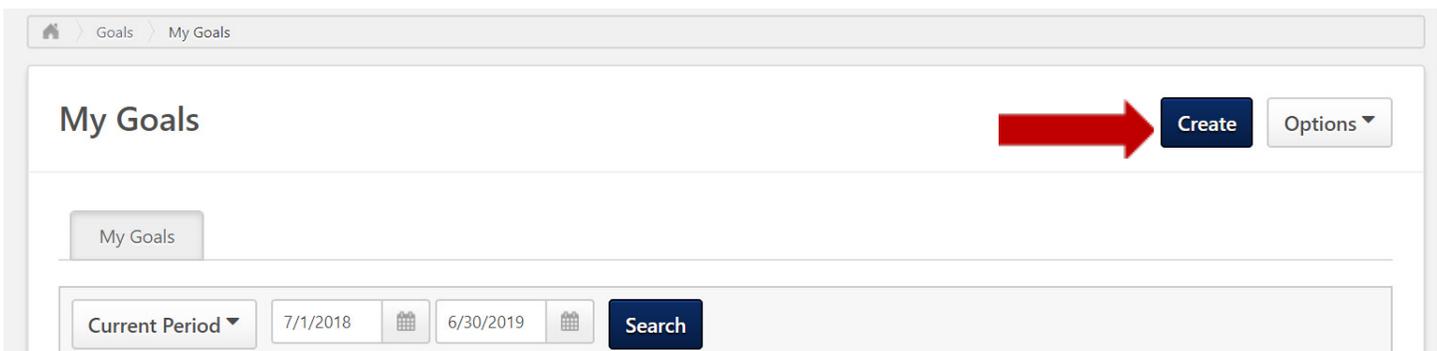


### Accessing the goals menu

Once Cornerstone is launched, hover over (do not click) **Performance**. From the drop-down menu, click **Goals** to begin.



Click **Create**.



# Creating goals

## Create Goals

All fields marked "\*" are required

Title \*

Professional Development: Educational Goal

Required: Add a title for your goal.

Description \*

**B I U S I<sub>x</sub>** **☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷** **☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷** **☰ ☱ ☲ ☳ ☴ ☵ ☶ ☷**

Complete 12 hours of PhD. coursework.

Required: Add your detailed goal, making sure it is specific and measurable.

Start Date \*

9/1/2019 

Due Date \*

8/31/2020 

Required: Add start and end dates to accomplish the goal (should be during FY2018-2019).

Perspective \*

Select ▾

Required: Select the goal perspective (Teaching, Service, or Professional Development) from the drop-down menu (see detail below).

Tasks and Targets

Add Tasks or Targets

Optional: Use this tool to assist with defining goals, if desired (see next page).

Attachments

Choose File

Optional: Add supporting documents, if needed.

Upload up to 3 attachments. Maximum upload 1mb

Click **Save**.



### Perspective

Perspective \*

Select ▾

- ✓ Select
- Faculty - Professional Development
- Faculty - Service
- Faculty - Teaching
- Staff - Department Initiative
- Staff - Identifies with Collin College Core Values
- Staff - Job Specific Goal

Select from the **Faculty Perspectives**.

Use the **Add Tasks or Targets** tool to assist with defining goals, if desired.

### Add Tasks or Targets

Add Tasks or Targets

Description

Start Date \* 9/1/2018  Due Date \* 8/31/2019 

Include Target

Type \* Currency ▾ Start Value \* Start Value Target \* Target

✓ Currency  
%  
Integer  
Number  
Hours  
Days  
Years

Cancel Done

# Using the tasks/targets feature

The **Add Tasks or Targets** is a great feature to use when you have intermediate tasks and checkpoints.

Add Tasks or Targets

Description

Complete 9 hours of continuing education coursework in advising.

Start Date \* 9/1/2018 Due Date \* 8/31/2019

Include Target

Type Currency Start Value Start Value Target Target

Cancel Done

Check the box to **Include Target**.

Add Tasks or Targets

Description

Start Date \* 2/27/2019 Due Date \* 6/30/2019

Include Target

Type \* Currency Start Value \* Start Value Target \* Target

Currency % Integer Number Hours Days Years

Done

Select **Value Type**, add numerical values, and click **Done**.

## Create Goals

Enter details or import using the SMART Wizard or the Library.

All fields marked "\*" are required

Title \* Professional Development: Educational Goal

Description \* Complete 9 hours of continuing education coursework in advising.

Start Date \* 9/1/2018 Due Date \* 8/31/2019

Perspective \* Faculty - Professional Development

Tasks and Targets

Description	Target	Start Date	Due Date
Complete continuing education coursework in advising.	3 Hours	6/1/2019	6/29/2019
Complete continuing education coursework in advising.	6 Hours	1/1/2019	5/31/2019

Add Tasks or Targets

Repeat as needed to add intermediate goals/tasks.

### Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1mb

### Assignment \*

Select which users or OUs this goal should be assigned to.

Yourself

Cancel Save as Draft **Submit**

When finished, click **Submit**.

Click **Create** to add more goals.

## My Goals



My Goals

Current Period ▾ 9/1/2018 8/31/2019 Search

Display Cancelled  Hide Completed

My Goals

Send Approval Request

**My Goals**

**Professional Development: Educational Goal** ▾  
Status: Pending Approval Due Date: 8/31/2019 Perspective: Faculty - Professional Development >

To delete a submitted goal, click the menu arrow and select **Cancel**. A cancellation request will be routed to your supervisor. Your supervisor will need to log into the system to approve the cancellation.

## My Goals



My Goals

Current Period ▾ 7/1/2018 6/30/2019 Search

Display Cancelled  Hide Completed

Send Approval Request

**My Goals**

**Faculty Service Goal** ▾  
Status: Off Track Due Date: 8/31/2019 Aligned Strategic Goal: Faculty - Service

**Faculty Service Goal**  
Status: Off Track Due Date: 8/31/2019 Aligned Strategic Goal: Faculty - Service

- Edit
- Copy
- Cancel
- View History

# Supervisors: Approving Goals

## Accessing the system through CougarWeb

Log into **CougarWeb**.



COLLIN COLLEGE  
Secure Login

Username:

Password:

**LOGIN**

This login grants access to CougarWeb, Canvas, CougarMail, OrgSync and Student Registration.  
For added security, close all browsers when you are done.

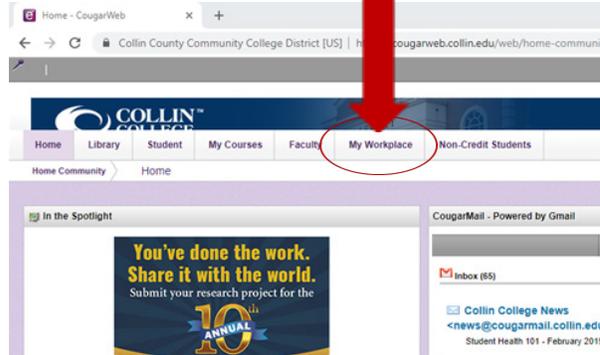
Need Assistance? [Troubleshooting and Help Guide](#)

Self-Service: [Student Password Reset](#)  
[Student Support Center: 972.337.1177](#)

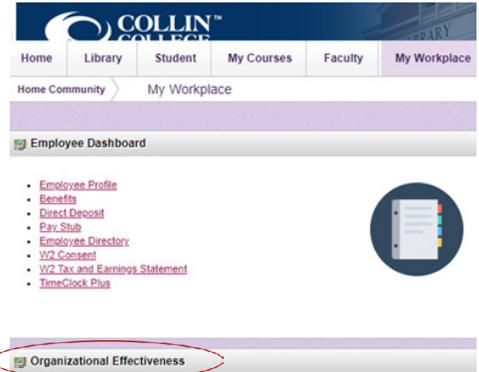
Self-Service: [Employee Password Reset](#)  
[Employee Support Center: 972.548.6555](#)

By logging in, you agree to adhere to the Collin College policies on Electronic Communication

Click on **My Workplace**.



Launch **Cornerstone**.

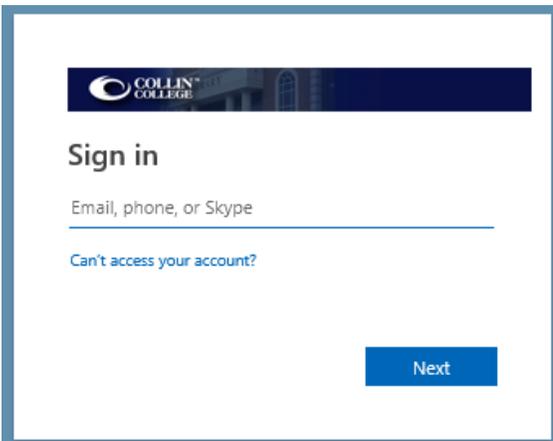


**Human Resources Website**

- Benefits Information
- Board Policies
- Calendars - (Work Days, Holidays, and Events)
- Compensation
- Cornerstone - Applicant Tracking System
- HR Forms
- Professional Development

## Accessing the system from links in system-generated emails

Click the link embedded in the goal approval email you received.



COLLIN COLLEGE

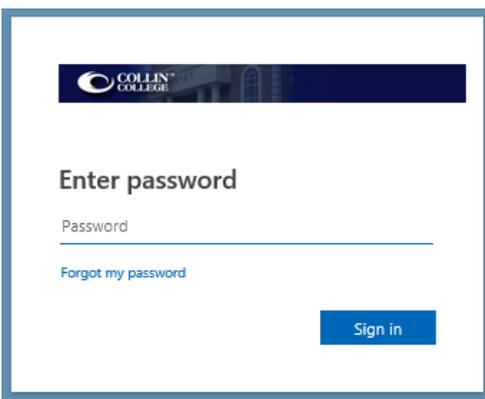
**Sign in**

Email, phone, or Skype

[Can't access your account?](#)

**Next**

Enter your complete Collin College email address (xxxxx@collin.edu).



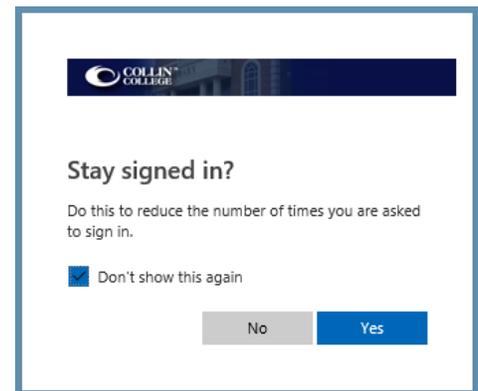
COLLIN COLLEGE

**Enter password**

Password

[Forgot my password](#)

**Sign in**



COLLIN COLLEGE

**Stay signed in?**

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

Enter your Collin College email password and click **Sign in**.

If prompted, check the box and click **Yes**.

# Accessing goals

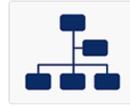
Once Cornerstone is launched, look at the bottom left-hand side of the screen for your **Inbox**. Your **Inbox** contains a list of faculty goals requiring approval. Click **Approve Goals** to begin.



Welcome to the Collin College Applicant Tracking System.

Human Resources' mission is to provide quality benefits and services to attract, develop, motivate and retain a diverse workforce in support of the mission and core values of Collin College.

Should you require any additional information or assistance, please contact our Human Resources Department at (972) 985-3783 or send an email to [employment@collin.edu](mailto:employment@collin.edu).



Collin Org Chart



Collin Salary Ranges



Compensation Review Request

**Your Inbox**

**View Transcript**  
(0 approved training selection(s))  
(Registered for 0 training selection(s))

**Approve Goals**  
(Your employees have 9 Goals pending approval) ←

**Your Action Items**

Due Date

A list of pending goals will appear.

### Pending Goals

You may individually, or as a group, view, approve, or deny the Goals.

[Check / Uncheck All](#)  Include Goals for inactive users

Select	User	Title	Status	Options
<input type="checkbox"/>	Faculty Name	Faculty Service Goal	Pending Approval	<a href="#">Approve/Deny</a>

[Back](#) [Approve Request](#) [Deny Request](#)

Click **Approve/Deny** to view, edit, and approve or deny goals. You will also use this feature to approve or deny goal cancellation requests.

Click **Approve** when finished reviewing.

### Edit Goals

Options

All fields marked "\*" are required

**Title \***  
Professional Development: Educational Goal

**Description \***  
Complete 9 hours of PhD. coursework.

**Start Date \*** 9/1/2018 **Due Date \*** 8/31/2019

**Perspective \***  
Faculty - Professional Development

**Tasks and Targets**  
Add Tasks or Targets

**Attachments**  
Choose File  
Upload up to 3 attachments. Maximum upload 1mb

**Comments**  
Add Comment

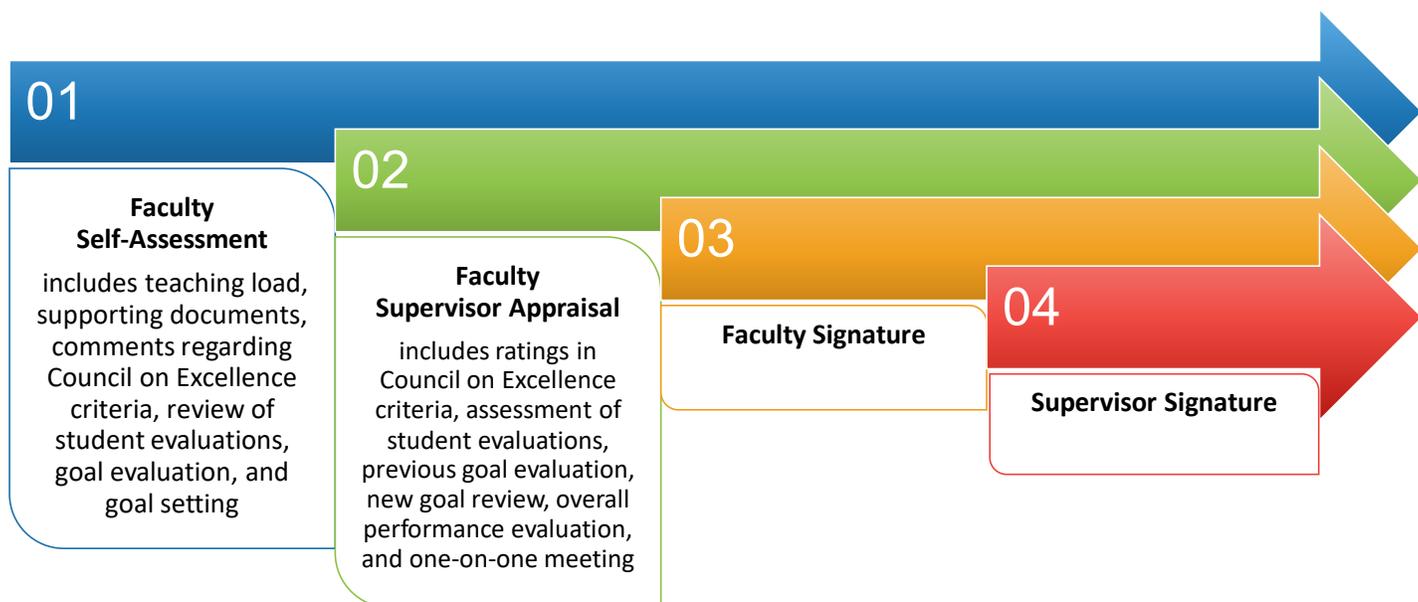
Cancel Deny **Approve**

# Faculty Annual Performance Appraisal Process FY2018-2019



# Process Overview

## Faculty Performance Appraisal Process



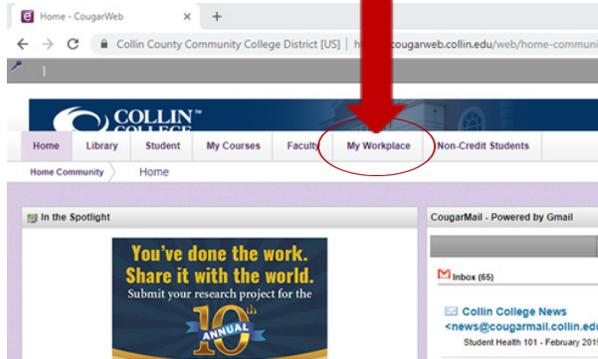
PDF versions of the faculty self-assessment and faculty annual performance appraisal (faculty supervisor appraisal) can be found at [http://www.collin.edu/perf\\_mgmt](http://www.collin.edu/perf_mgmt).

# Accessing Performance Appraisal System

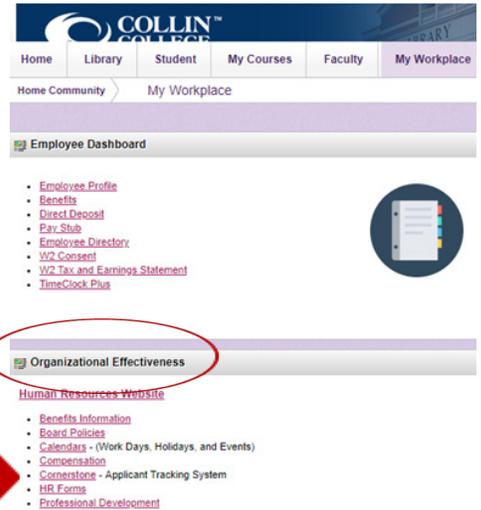
Log into CougarWeb.



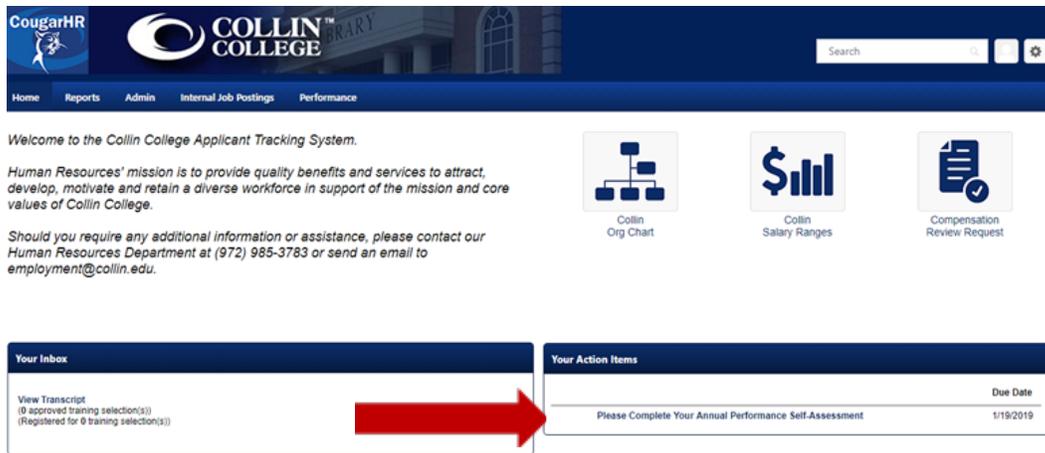
Click on **My Workplace**.



Launch **Cornerstone**.



Once Cornerstone is launched, an action items table is visible on the right-hand side. Click on **Annual Performance Self-Assessment** to begin.



# Faculty Self-Assessment

## Key system features

### Self-assessment sections (navigation tool)

Faculty Annual Performance Appraisal (2018-2019) Options ▾

**Your progress** 0%

**Overview**

**Review Step Progression**

- Faculty Self-Assessment Due: 2/23/2019
- Faculty Supervisor Appraisal
- Employee Sign-Off
- Supervisor Sign-Off

[Get Started](#)

If, at any point, you need to stop work on your self-assessment, make sure to click **Save and Exit** to save your progress. Changes will not be saved if you exit without saving or leave your session idle and are logged out automatically.



# Getting Started

**Faculty Annual Performance Appraisal (2018-2019)** Options ▾

**Faculty Name**  
Position  
9/1/2018-8/31/2019

0%

**Overview**

**Review Step Progression**

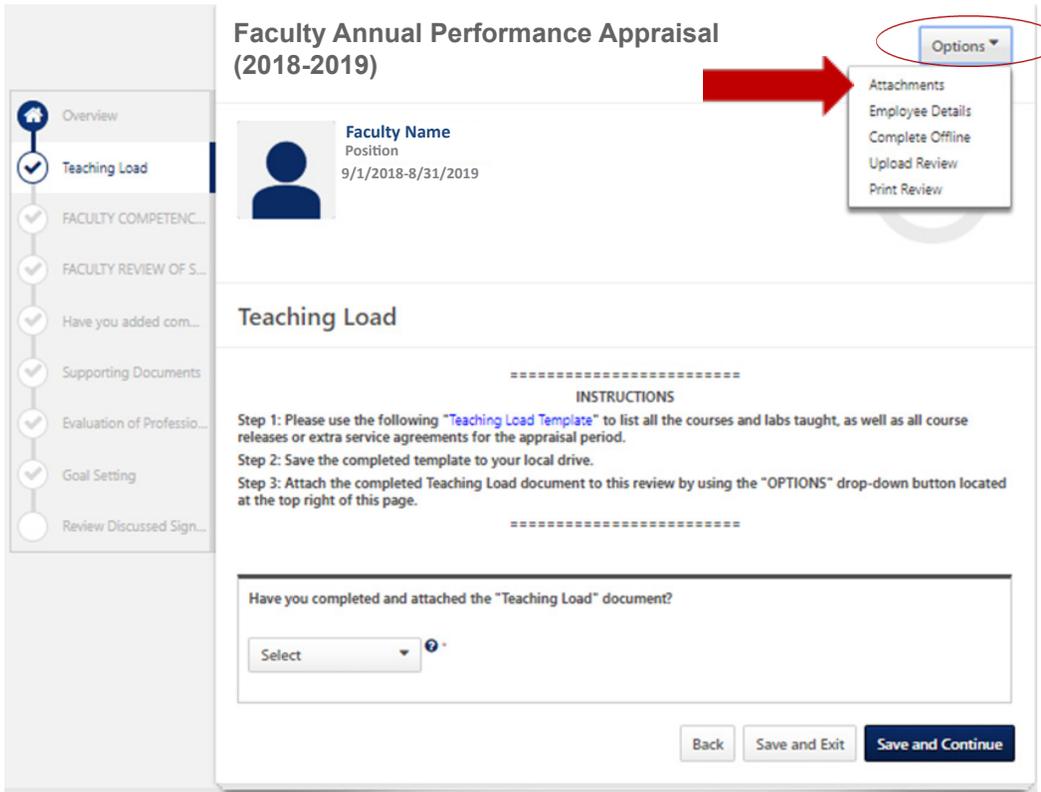
- ✓ Faculty Self-Assessment Due: 2/23/2019 ✓
- Faculty Supervisor Appraisal ○
- Employee Sign-Off ○
- Supervisor Sign-Off ○

Click **Get Started** to begin.  **Get Started**

## Tips:

- Create a Word document with your comments for Council on Excellence criteria; these can be copied and pasted into the self-assessment.
- Have all supporting documents for your assessment ready for upload.

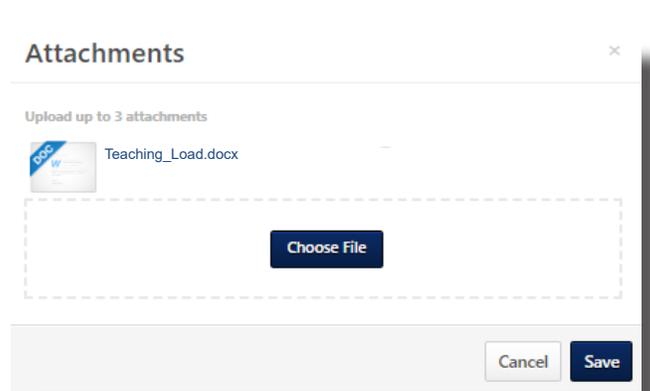
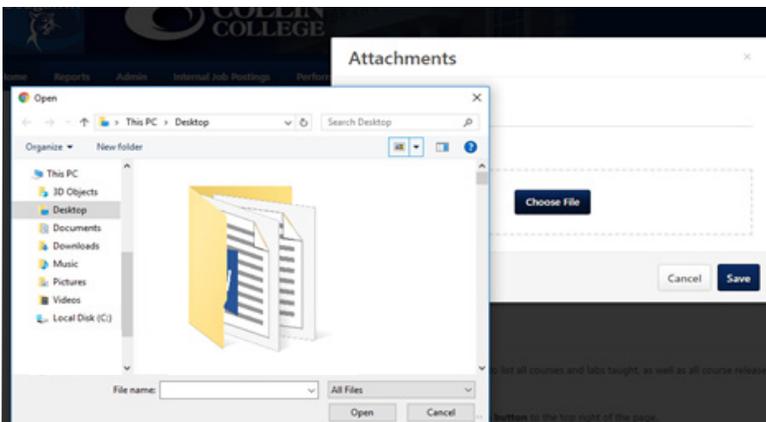




Click the **Options** button and select **Attachments** from the drop-down menu to upload your Teaching Load (maximum file size of 1 MB).

Upload the file to your self-assessment.

You will be able to confirm that your Word document is attached. Click **Save**.



Verify that you have attached your file. If you have attached the file, click **Yes** from the drop-down menu. Click **Save and Continue**.



# Faculty Competency Self-Assessment

The next step in the performance appraisal process is to complete your self-assessment. **This is your opportunity to provide your supervisor with feedback on your performance by providing comments in Council on Excellence criteria (Teaching, Advising and Supporting Students, Professional Development, and College Service).**

**Note:** You can expedite the process by copying and pasting from a Word document. You can also type your comments in each area.

## Faculty Annual Performance Appraisal (2018-2019) Options ▾

Faculty Name  
Position  
9/1/2018-8/31/2019

14%

### FACULTY COMPETENCY SELF-ASSESSMENT

#### INSTRUCTIONS

The faculty annual self-assessment affords faculty an opportunity to provide their supervisor a comprehensive summary of accomplishments and contributions to the five areas evaluated in the annual performance appraisal. The self-assessment focuses on teaching, advising and supporting students, professional development, and college service. Faculty are responsible for completing a self-assessment that provides their supervisor with evidence of professional accomplishments that support the mission and goals of the division, academic department, and the institution.

Faculty will be assessed on the criteria for excellence in the performance of faculty "Duties and Responsibilities" listed in the categories found in the assessment. After reviewing the faculty's self-assessment, the supervisor will choose from among the following ratings to assess the level of accomplishment for each of the performance categories as well as an overall appraisal rating.

Performance Appraisal Ratings  
M - Meets the Expected Level of Performance  
I - Improvement Needed - Does Not Meet the Expected Level of Performance

Performance Appraisal Rating Definitions:  
MEETS: Excellence in teaching, responsible participation in college service, and active professional growth are expected of faculty. One or more of the words usually, frequently, successfully, or effectively applies. Performance is fully satisfactory in all major respects.  
IMPROVEMENT NEEDED: Performance is inconsistent or problematic in one or more areas of evaluation. One or more of the terms occasionally, marginally, or inadequately applies. This rating describes performance in which many of the job duties and standards are met, but where improvement in one or more areas is required to meet the criteria for excellence. Goals for improvement must accompany this appraisal to clearly identify specific skills or areas in need of improvement.

#### FACULTY SELF-ASSESSMENT

The faculty self-appraisal is comprised of a set of performance categories which reflect the principles that guide the Council on Excellence in their peer review of the accomplishments of faculty in pursuit of excellence at Collin College. Additional categories are included which emphasize Collin College core values and the evaluation of annual goals.

#### DIRECTIONS

For each performance category enter either a concise narrative statement, or a bulleted list, that will provide your Associate Dean or Director with enough information to assist them in assessing your accomplishments, initiatives, and contributions in each area.

To help guide your response, be sure to read the description of Essential Performance Factors that incorporate and describe the particular aspects of excellence that are reflected in the Council on Excellence criteria for each applicable performance category.

NOTE: Bulleted points may not always effectively communicate to your Associate Dean or Director the details that would assist them in evaluating your accomplishments and could affect ratings for an individual category or for the overall appraisal. It is recommended to provide a brief, but detailed narrative when appropriate.

I - TEACHING

**The Council on Excellence Criteria for Teaching**  
 The primary areas of focus for an excellent faculty member include teaching (the first priority), supporting students, engaging in significant college service, and participating in substantive professional development opportunities.

A Collin College Faculty Member

- Facilitates learning
- Conveys the fundamental body of knowledge in the discipline and how to apply that knowledge
- Teaches students how to critique, analyze, and build upon that body of knowledge
- Shows students how to apply concepts and provide evidence to demonstrate that knowledge
- Employs current materials, applies contemporary research, and uses effective methods of instruction
- Provides meaningful feedback to students in an effective and timely evaluation process

**FACULTY SELF-ASSESSMENT OF TEACHING**

**ESSENTIAL PERFORMANCE FACTORS**  
 Teaching is the central responsibility of faculty members and the most important area of faculty evaluation. While standards may vary somewhat by discipline, certain characteristics of teaching are valued across the College: well-planned, carefully organized courses; effective delivery of material; clear student learning outcome expectations; innovation in subject matter and pedagogy; courses that meet program and College objectives; sufficient opportunity for out-of-class contact between instructor and students; demonstrated effort to keep course content current; use of appropriate methods of feedback and student assessment.

Scholarly work and accomplishments in instructional activities may take on a variety of forms, including guiding independent learning activities and student creative performance, interdepartmental collaboration with colleagues, and development and improvement of curriculum.

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 accomplishments in teaching during the past year.

Comments:

**B I U S X<sub>2</sub> X<sup>2</sup> I<sub>x</sub> ¶ ☰ ☲ ☱ ☳ ☴ ☵ ☶ ☷ Font - Size - A - [icon]**

**[icon] [icon] [icon] [icon] [icon] [icon] [icon] [icon]**

Comments are needed in each area.

A summary of the Council on Excellence criteria is provided in each area.

Essential performance factors and additional instructions are provided in each area.

Format comments using the various options, as needed.

II - 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 bullet 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.

**FACULTY SELF-ASSESSMENT OF ADVISING AND SUPPORTING STUDENTS**

**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; advising 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.

**DIRECTIONS**  
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.

Comments:

Comments are needed in each section.

III - 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

**FACULTY SELF-ASSESSMENT OF PROFESSIONAL DEVELOPMENT**

**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

**DIRECTIONS**  
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 that were submitted for CDE or Departmental travel. (Attachments will need to be loaded in the Supporting Documents section.)

Comments:

Comments are needed in each area.

IV - COLLEGE SERVICE

**The Council on Excellence Criteria for College (Community) Service**  
A Collin Faculty Member

- Actively and productively participates in college-wide, division, and department councils, task forces, and committees
- Creates programs/activities for the district that benefit students
- Performs other service activities designed to further the accomplishment of the college's mission
- Represents the college in the community served by the college district
- Engages in professionally-related community service

**FACULTY SELF-ASSESSMENT OF COLLEGE SERVICE**

**ESSENTIAL PERFORMANCE FACTORS**  
Faculty members should be actively engaged in service at either the program, department, division, or college level, or a combination thereof. College service provides opportunities for faculty to exercise a leadership role and assist the College in attaining its institutional strategic goals and mission. Characteristics of excellent service include dependability, thoughtfulness, active participation and preparedness regarding committee assignments; acceptance of responsibility and leadership roles; helping professional organizations meet goals; helping student organizations meet goals; and providing opportunities for students to interact with communities beyond the College.

**DIRECTIONS**  
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 College Service activities during the past year. Include detailed information about the type of service and your role, with title (if applicable) as well as listing achievements and contributions as a result of the service provided.

**Please Note:** When listing activities, do not include contract activities that are expected of all faculty members such as attending All College Day, graduation, or division meetings, etc.

Comments:

Comments are needed in each area.

Back Save and Exit **Save and Continue**

Once comments are added in all areas, click **Save and Continue**.

# Faculty Review of Student Evaluations

Review and provide comments on the student evaluations received during the fiscal year. Contact your supervisor to obtain access to evaluations. Click **Save and Continue** when finished.

**Faculty Annual Performance Appraisal (2018-2019)** Options ▾

Faculty Name  
Position  
9/1/2018-8/31/2019

29%

**FACULTY REVIEW OF STUDENT EVALUATIONS:**

After reviewing students' evaluations of your courses, please enter a response that will address or confirm the feedback contained in them.

**FACULTY REVIEW OF STUDENT EVALUATIONS**

Comments: \*

I have reviewed and concur with the feedback contained within the student evaluations.

Back Save and Exit **Save and Continue**

# Verify Completion of Comments

Verify that you have provided comments for all Council on Excellence criteria and student evaluations by selecting **Yes** from the drop-down menu. Click **Save and Continue**.

**Faculty Annual Performance Appraisal (2018-2019)** Options ▾

Faculty Name  
Position  
9/1/2018-8/31/2019

71%

**Have you added comments in all the sections?**

Confirm you have completed all the sections.

Yes, I have compl... ▾ \*

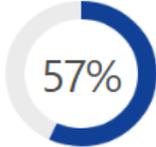
Back Save and Exit **Save and Continue**

# Supporting Documents

Now that you have completed the self-assessment, add evidence to support your comments.

**Faculty Annual Performance Appraisal (2018-2019)** Options ▾

 **Faculty Name**  
Position  
9/1/2018-8/31/2019



**Supporting Documents** Add Evidence ▾ View by Competency

**OPTIONAL ATTACHMENTS**

**File attachment(s)** – Faculty may attach documents they believe would support the activities that are listed/named in their self-assessment.

**Please Note:** Any attachment(s) must be original work and may include collaborative work with another faculty member(s). Attached material must also be directly related to a specific item that is documented by the faculty member in their self-assessment. For attachments related to professional development such as, 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 that were submitted for COE or Departmental travel.

0 of 5 Competencies Tagged ▾

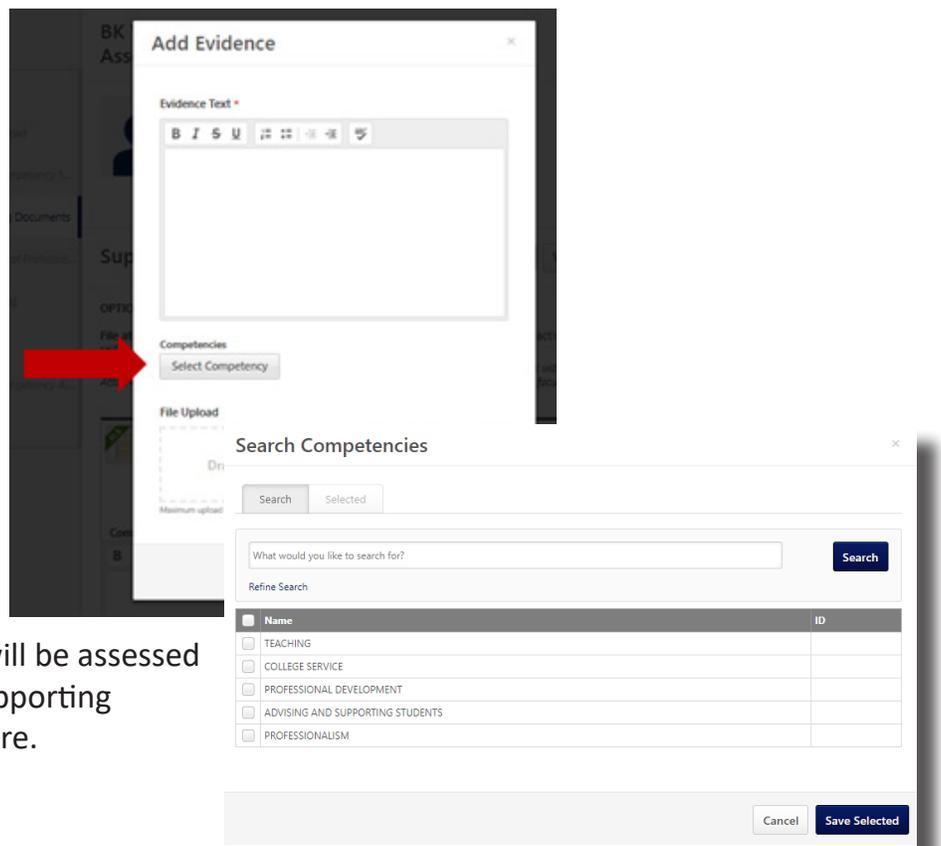
No Evidence has been added.

Back Save and Exit Save and Continue

Select which Council on Excellence Criteria (indicated as competencies in the system) the evidence supports. You can select more than one. Click **Save Selected** once chosen.

**Note:** A competency must be selected before attaching a file.

**Note:** Faculty professionalism will be assessed by supervisors. You may add supporting evidence for professionalism here.



**Add Evidence**

Evidence Text

Competencies  
Select Competency

File Upload

**Search Competencies**

Search Selected

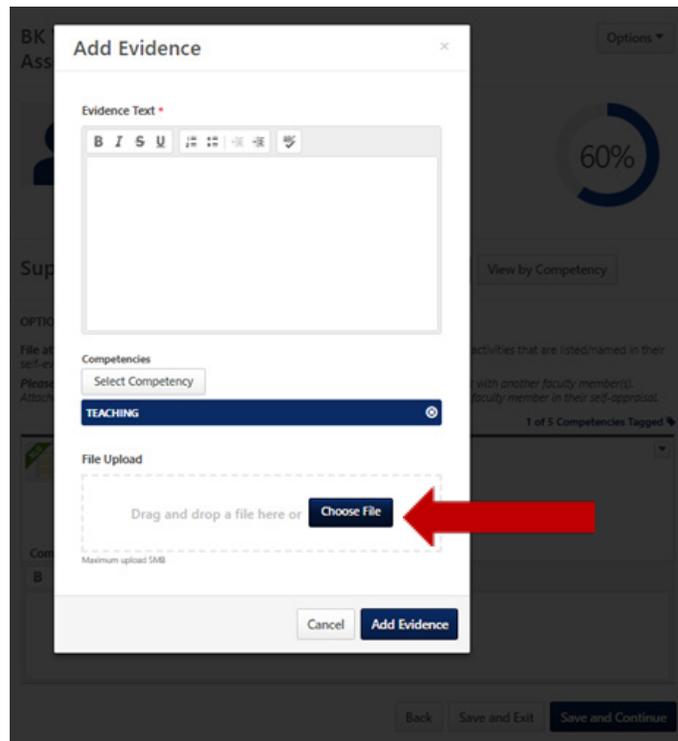
What would you like to search for? Search

Refine Search

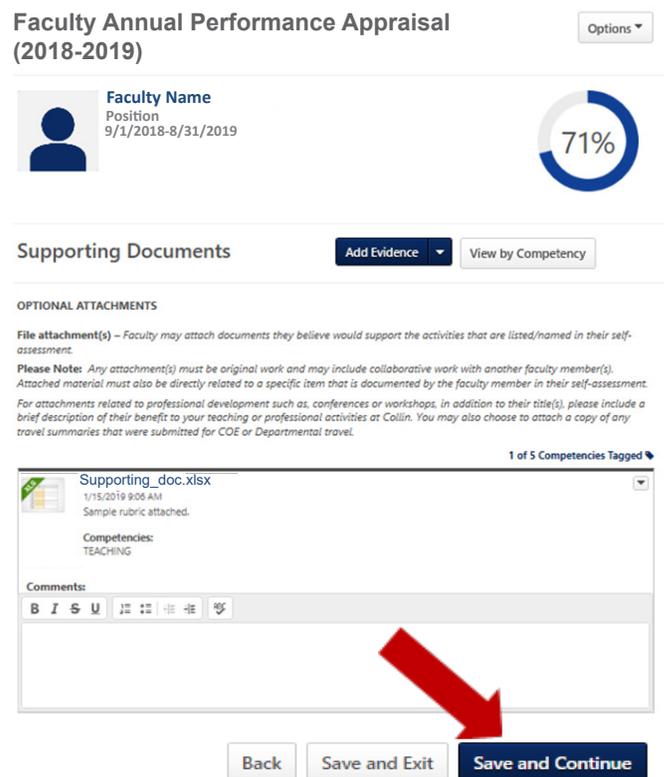
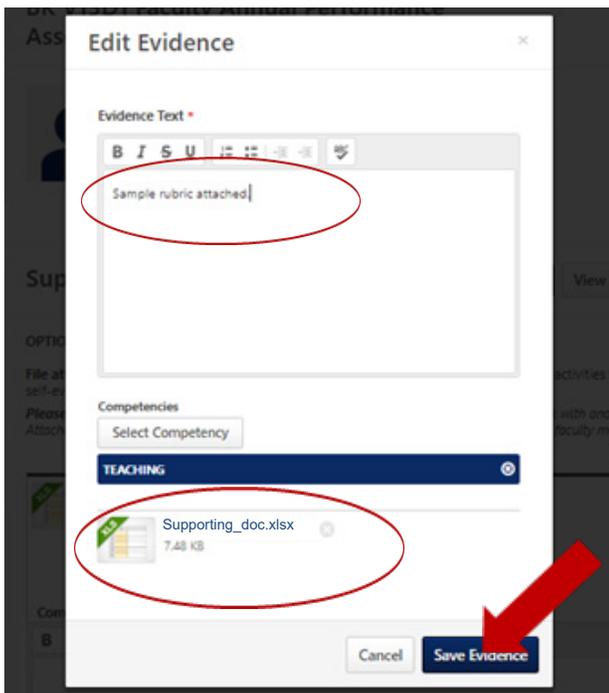
Name	ID
<input type="checkbox"/> TEACHING	
<input type="checkbox"/> COLLEGE SERVICE	
<input type="checkbox"/> PROFESSIONAL DEVELOPMENT	
<input type="checkbox"/> ADVISING AND SUPPORTING STUDENTS	
<input type="checkbox"/> PROFESSIONALISM	

Cancel Save Selected

Click **Choose File** to browse and upload your file (Excel, Word, .JPG and .PDF are accepted). The maximum file size is 5 MB.



Confirm that the document is attached and add a comment under **Evidence Text** (required) about the attachment. Click **Save Evidence**. Add further evidence, as needed. Click **Save and Continue**.



# Evaluation of Professional Development Goals

Review each previously established professional development goal by selecting the appropriate accomplishment option from the drop-down menu. Add comments to support your ratings. When finished, click **Save and Continue**.

Overview

Teaching Load

Faculty Competency S...

Supporting Documents

Evaluation of Professo...

Goal Setting

Summary

Faculty Competency A

Signatures

### Evaluation of Professional Development Goals

The faculty member will list their goals from the appraisal period and indicate the level of accomplishment. Provide explanations for goals that were partially accomplished or not accomplished.

**Professional Development Goal**

Complete 12 hours of PhD. coursework.

**Status:**  
**Start Date:** 9/1/2018  
**Due Date:** 8/31/2019  
more...

Select

- ✓ Select
- Not Accomplished
- Partially Accomplished
- Accomplished

I partially accomplished this goal by completing 9 hours of PhD. coursework.

Back Save and Exit **Save and Continue**

# Goal Setting

Create goals for the new fiscal year. Click **Add Goals** to begin.

**Faculty Annual Performance Appraisal (2018-2019)** Options ▾

**Faculty Name**  
Position  
9/1/2018-8/31/2019

86%

**Goal Setting** Add Goals

Together, the faculty member and Associate Dean/Director should agree on a minimum of three (3) goals for the next academic year. These goals will be reviewed as part of the following year's Faculty Performance Appraisal. Goals should be related to the major appraisal areas of **Teaching, Service, and Professional Development**.

To help guide your goal-setting, keep in mind the **S.M.A.R.T.** approach. Effective goals are:  
**Specific ~ Measurable ~ Achievable ~ Relevant ~ Time-bound**

**Before meeting to discuss with your Associate Dean or Director, begin by listing at least three goals for the upcoming year:**

Back Save and Exit Submit

# Create Goals

All fields marked "\*" are required

## Title \*

Professional Development: Educational Goal

Required: Add a title for your goal.

## Description \*

**B I U S I<sub>x</sub>** [List Bulleted] [List Numbered] [List Indented] [List Indented] [List Indented] [List Indented]

Complete 12 hours of PhD. coursework.

Required: Add your detailed goal, making sure it is specific and measurable.

## Start Date \*

9/1/2019 [Calendar Icon]

## Due Date \*

8/31/2020 [Calendar Icon]

Required: Add start and end dates to accomplish the goal (new fiscal year).

## Perspective \*

Select [Dropdown Arrow]

Required: Select the goal perspective (Teaching, Service, or Professional Development) from the drop-down menu (see detail below).

## Tasks and Targets

Add Tasks or Targets

Optional: Use this tool to assist with defining goals, if desired (see detail below).

## Attachments

Choose File

Optional: Add supporting documents, if needed.

Upload up to 3 attachments. Maximum upload 1mb

Required: Click **Save**.



## Perspective

Perspective \*

Select [Dropdown Arrow]

- ✓ Select
- Faculty - Professional Development
- Faculty - Service
- Faculty - Teaching
- Staff - Department Initiative
- Staff - Identifies with Collin College Core Values
- Staff - Job Specific Goal

Select from the **Faculty Perspectives**.

Use the **Add Tasks or Targets** tool to assist with defining goals, if desired.

## Add Tasks or Targets

Add Tasks or Targets

Description

Start Date \* 9/1/2018 [Calendar Icon] Due Date \* 8/31/2019 [Calendar Icon]

Include Target

Type \* Start Value \* Target \*

Currency [Dropdown Arrow] Start Value Target

Currency  
%  
Integer  
Number  
Hours  
Days  
Years

Cancel Done

Repeat the process to create additional goals. When finished, click **Submit**.

**Note:** You will not be able to make any changes once the self-assessment is submitted.

Faculty Annual Performance Appraisal (2018-2019) Options

Faculty Name  
Position  
9/1/2018-8/31/2019

100%

Goal Setting Add Goals

Together, the faculty member and Associate Dean/Director should agree on a minimum of three (3) goals for the next academic year. These goals will be reviewed as part of the following year's Faculty Performance Appraisal. Goals should be related to the major appraisal areas of **Teaching, Service, and Professional Development**.

To help guide your goal setting, keep in mind the **S.M.A.R.T.** approach. Effective goals are:  
**Specific ~ Measurable ~ Achievable ~ Relevant ~ Time-bound**

Before meeting to discuss with your Associate Dean or Director, begin by listing at least three goals for the upcoming year:

**Professional Development: Educational Goal**

**New – Please Review**

Complete 12 hours of PhD. coursework.

Status: On track  
Start Date: 9/1/2019  
Due Date: 8/31/2020  
more...

Comments:

Back Save and Exit **Submit**

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel **Submit**

Confirm that you are ready to submit. If you still need to make changes, click **Cancel**. Once finished, click **Submit**.

# Faculty Supervisor Evaluation

**Evaluation sections (navigation tool)**

Faculty Annual Performance Appraisal (2018-2019) Options ▾

**Your progress** 0%

**Steps of the performance appraisal process**

Click **Get Started** to begin.

If, at any point, you need to stop work on the evaluation, make sure to click **Save and Exit** to save your progress. Changes will not be saved if you exit without saving or leave your session idle and are logged out automatically.

[Back](#) [Save and Exit](#) [Save and Continue](#)



# Review of Faculty Self-Assessment

Review faculty's teaching load by clicking **Attachments** under the **Options** menu.

Faculty Annual Performance Appraisal (2018-2019) Options ▾

Faculty Name  
Position  
9/1/2018-8/31/2019

0%

### Teaching Load

INSTRUCTIONS

Step 1: Please use the following "Teaching Load Template" to list all the courses and labs taught, as well as all course releases or extra service agreements for the appraisal period.  
Step 2: Save the completed template to your local drive.  
Step 3: Attach the completed Teaching Load document to this review by using the "OPTIONS" drop-down button located at the top right of this page.

Have you completed and attached the "Teaching Load" document?

Faculty Name (Self) Rated: Yes Review: AA - V17-A5 Faculty Annual Performance Appraisal (2018-2019) Time: 2/18/2019 4:28 PM

Back Save and Exit Save and Continue

## Faculty Annual Performance Appraisal (2018-2019)

Faculty Name  
Position  
9/1/2018-8/31/2019

10%

### FACULTY COMPETENCY SELF-ASSESSMENT

I - TEACHING

**The Council on Excellence Criteria for Teaching**  
The primary areas of focus for an excellent faculty member include teaching (the first priority), supporting students, engaging in significant college service, and participating in substantive professional development opportunities.  
A Collin College Faculty Member

- Facilitates learning
- Conveys the fundamental body of knowledge in the discipline and how to apply that knowledge
- Teaches students how to critique, analyze, and build upon that body of knowledge
- Shows students how to apply concepts and provide evidence to demonstrate that knowledge
- Employs current materials, applies contemporary research, and uses effective methods of instruction
- Provides meaningful feedback to students in an effective and timely evaluation process

#### FACULTY SELF-ASSESSMENT OF TEACHING

**ESSENTIAL PERFORMANCE FACTORS**  
Teaching is the central responsibility of faculty members and the most important area of faculty evaluation. While standards may vary somewhat by discipline, certain characteristics of teaching are valued across the College: well-planned, carefully organized courses; effective delivery of material; clear student learning outcome expectations; innovation in subject matter and pedagogy; courses that meet program and College objectives; sufficient opportunity for out-of-class contact between instructor and students; demonstrated effort to keep course content current; use of appropriate methods of feedback and student assessment.

Scholarly work and accomplishments in instructional activities may take on a variety of forms, including guiding independent learning activities and student creative performance, interdepartmental collaboration with colleagues, and development and improvement of curriculum.

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 accomplishments in teaching during the past year.

Faculty Name (Self) Review: BK V13D1 Faculty Annual Performance Assessment Time: 1/14/2019 10:45 AM  
1. TEACHING  
The Council on Excellence Criteria for Teaching  
A Collin College Faculty Member  
More

Review comments regarding Council on Excellence criteria. Once finished, click **Save and Continue**.

Review faculty's comments on student evaluations. Once finished, click **Save and Continue**.

**Note:** You will have the opportunity to comment on student evaluations later in the process.

## Faculty Annual Performance Appraisal (2018-2019) Options ▾



**Faculty Name**  
Position  
9/1/2018-8/31/2019



20%

### FACULTY REVIEW OF STUDENT EVALUATIONS:

After reviewing students' evaluations of your courses, please enter a response that will address or confirm the feedback contained in them.

#### FACULTY REVIEW OF STUDENT EVALUATIONS

 Faculty Name (Self) Review: AA - V17-AS Faculty Annual Performance Appraisal (2018-2019) Time: 2/19/2019 9:02 AM

Back  Save and Continue

# Faculty Competency Assessment

Rate faculty in each Council on Excellence category (Teaching, Advising and Supporting Students, Professional Development, College Service, and Professionalism) by clicking on the radio buttons (**M** for meets expected level of performance or **I** for improvement needed). Comments are required for each category. When finished, click **Save and Continue**.

**Note:** Click **More** to see category descriptions and competency examples.

II - ADVISING AND SUPPORTING STUDENTS

**More**

Understands current career and curriculum options, degree requirements and course transfer information within the discipline and provides timely and tailored advice to students.

M  I

Helps students with education-based problems and/or directs students to appropriate college resources. \*

M  I

Assists students in accessing appropriate college and community resources for non-educational problems. \*

M  I

Is available to and approachable by students. \*

M  I

Comments: \*

Comments about Advising and supporting here. Note: required. |

**Note:** Professionalism is a category only in the supervisor appraisal, not the self-assessment.

**PROFESSIONALISM**

Policies, Procedures and Time Lines Professional Interaction

Interacts professionally and courteously with students, faculty and staff, including advising and assisting associate faculty when required or appropriate \*

N/A  I  M

Performs duties and responsibilities in accordance with established policies, procedures and departmental expectations. \*

N/A  I  M

Meets time lines for assigned work \*

N/A  I  M

Provides timely notice for substitutes and class/schedule changes. \*

N/A  I  M

Meets classes as scheduled and holds regular office hours. \*

N/A  I  M

Participates in divisional and departmental meetings. \*

N/A  I  M

Comments: \*

Save and Continue

# Review of Supporting Documents

Review faculty's supporting documents by clicking the drop-down **arrow** and selecting **Download Attachment** to view each file. When finished, click **Save and Continue**.

**Faculty Annual Performance Appraisal (2018-2019)** Options ▾

Faculty Name  
Position  
9/1/2018-8/31/2019

40%

**Supporting Documents** View by Competency

**OPTIONAL ATTACHMENTS**

**File attachment(s)** – Faculty may attach documents they believe would support the activities that are listed/named in their self-assessment.

**Please Note:** Any attachment(s) must be original work and may include collaborative work with another faculty member(s). Attached material must also be directly related to a specific item that is documented by the faculty member in their self-assessment. For attachments related to professional development such as, 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 that were submitted for COE or Departmental travel.

1 of 5 Competencies Tagged ▾

Faculty Name  
2/19/2019 9:04 AM

**Competencies:**  
TEACHING

**Save and Continue**

# Assessment of Student Evaluations

Assess student evaluations. Comments are required in all comment boxes. If the Areas of Special Concern for Immediate Improvement section is not applicable, type "N/A." When finished, click **Save and Continue**.

**ASSOCIATE DEAN / DIRECTOR'S ASSESSMENT OF STUDENT EVALUATIONS**

Please provide below your assessment based on faculty's reviews of student evaluation of the faculty courses.

**Student Evaluations - STRENGTHS (required)**

Comments \*

**Student Evaluations - AREAS FOR DEVELOPMENT (required)**

Comments \*

**Student Evaluations - AREAS OF SPECIAL CONCERN FOR IMMEDIATE IMPROVEMENT (if applicable)**

Comments \*

Back Save and Exit **Save and Continue**

# Evaluation of Professional Development Goals

Evaluate goal achievement by selecting from the drop-down menu and providing comments. When finished, click **Save and Continue**.

The screenshot displays the 'Evaluation of Professional Development Goals' interface. On the left is a sidebar with a vertical list of steps: Overview, Teaching Load, Faculty Competency S..., Faculty Competency A..., Evaluation of Professional Development Goals (highlighted), Goal Setting, FACULTY OVERALL EV..., Summary, and Signatures. The main content area is titled 'Evaluation of Professional Development Goals' and includes instructions: 'The faculty member will list their goals from the appraisal period and indicate the level of accomplishment. Provide explanations for goals that were partially accomplished or not accomplished.'

A goal entry is shown with the title 'goal 2 - test' and the text 'specific updates here'. Below this, the status is 'On Track', the start date is '9/1/2018', and the due date is '5/31/2019'. A dropdown menu is set to 'Partially Accomplished', with a red arrow pointing to it. Below the dropdown is a 'Comments' section with a text area containing the text 'Good work on this goal; timing and relevance on point'. The comment is attributed to 'Faculty Name' with a timestamp of '1/14/2019 11:04 AM' and a note: 'On track for 2018 evaluation cycle completion'. A rich text editor toolbar is visible above the comment text area.

# Review Goals for New Fiscal Year

Review faculty's goals for the new fiscal year. Edit or delete goals created by faculty and add more goals, as needed. When finished, click **Save and Continue**.

Faculty Annual Performance Appraisal (2018-2019)

Faculty Name  
Position  
9/1/2018-8/31/2019

67%

Goal Setting

Together, the faculty member and Associate Dean/Director should agree on a minimum of three (3) goals for the next academic year. These goals will be reviewed as part of the following year's Faculty Performance Appraisal. Goals should be related to the major appraisal areas of Teaching, Service, and Professional Development.

To help guide your goal setting, keep in mind the SMART approach. Effective goals are:  
**Specific - Measurable - Achievable - Relevant - Time-bound**

Before meeting to discuss with your Associate Dean or Director, begin by listing at least three goals for the upcoming year:

Goal number 1- New orientation program

New - Please Review

Create new training with 6 module 6

Status: On Track  
Start Date: 1/1/2019  
Due Date: 12/31/2019

Comments:  
Please be sure to include Benefits Payroll with this program.

Back Save and Exit Save and Continue

Click here to begin the process of adding a goal.

Click here for the option to edit or delete a goal.

To add or edit a goal, you will be redirected to the goal screen. When finished, click **Save and Continue**.

## Create Goals

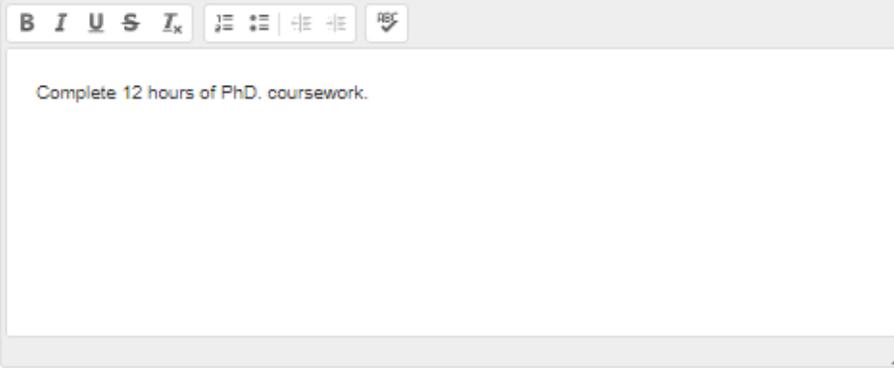
All fields marked "\*" are required

Title \*

Professional Development: Educational Goal

Required: Add a title for the goal.

Description \*



Complete 12 hours of PhD. coursework.

Required: Add the detailed goal.

Start Date \*

9/1/2019

Due Date \*

8/31/2020

Required: Add start and end dates to accomplish the goal (new fiscal year).

Perspective \*

Select

Required: Select the goal perspective (Teaching, Service, or Professional Development) from the drop-down menu (see detail below).

Tasks and Targets

Add Tasks or Targets

Optional: Use this tool to assist with defining goals, if desired (see detail below).

Attachments

Choose File

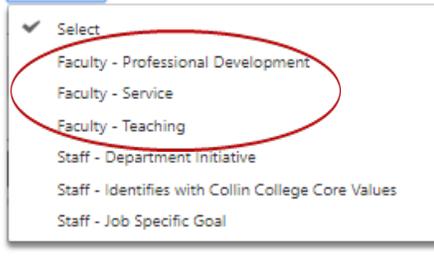
Optional: Add supporting documents, if needed.

Upload up to 3 attachments. Maximum upload 1mb

### Perspective

Perspective \*

Select



- Select
- Faculty - Professional Development
- Faculty - Service
- Faculty - Teaching
- Staff - Department Initiative
- Staff - Identifies with Collin College Core Values
- Staff - Job Specific Goal

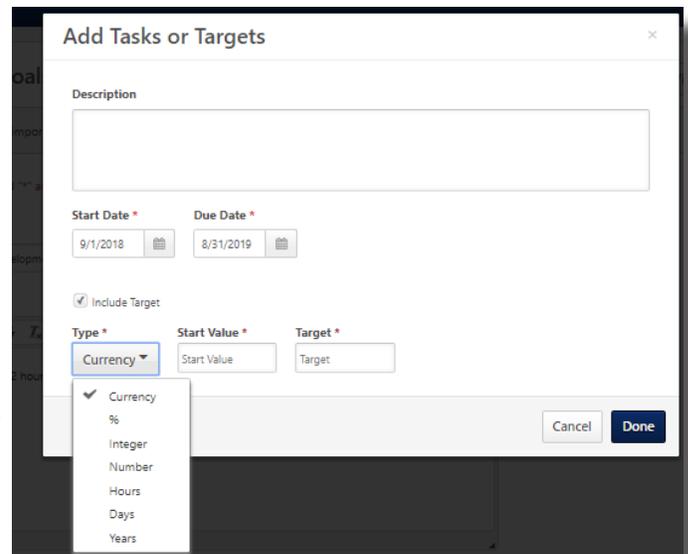
Select from the **Faculty Perspectives**.

Use the **Add Tasks or Targets** tool to assist with defining goals, if desired.

Required: Click **Save**.



### Add Tasks or Targets



Add Tasks or Targets

Description

Start Date \* 9/1/2018 Due Date \* 8/31/2019

Include Target

Type \* Currency Start Value \* Target \*

Currency  
%  
Integer  
Number  
Hours  
Days  
Years

Cancel Done

# Faculty Overall Evaluation

Select the overall rating from the drop-down menu and provide supporting comments. When finished, click **Submit**. Comments are required if the rating of Improvement Needed is given.

Faculty Annual Performance Appraisal (2018-2019)

Options ▾

Faculty Name  
Position  
9/1/2018-8/31/2019

80%

### FACULTY OVERALL EVALUATION

OVERALL EVALUATION: Please indicate below the overall appraisal rating which best describes a summary of the above ratings and comments for Employee:

OVERALL EVALUATION

Select

- Select
- Improvement Needed
- Meets the Expected Level of Performance

Font - Size - A- X-

Back Save and Exit **Save and Continue**

# Faculty Overall Evaluation

Do not submit the review until you have had a one-on-one meeting. Instead, click **Save and Exit**, print two copies of the review (under **Options** and **Print Review**), and meet for a performance appraisal discussion.

The screenshot displays the 'Faculty Annual Performance Appraisal (2018-2019)' interface. On the left is a vertical navigation menu with steps: Overview, Teaching Load, FACULTY COMPETENC..., FACULTY REVIEW OF S..., FACULTY COMPETENC..., Supporting Documents, ASSOCIATE DEAN / DL..., Evaluation of Professo..., Goal Setting, FACULTY OVERALL EVA..., Manager and Emplo..., and Review Discussed Sign... The main content area is titled 'Faculty Annual Performance Appraisal (2018-2019)' and includes a profile card for 'Faculty Name' and 'Position' (9/1/2018-8/31/2019) with a 90% progress indicator. Below this is the 'Manager and Employee Meeting' section, which contains an important notice: '\*IMPORTANT: PLEASE READ BEFORE CONTINUING\*' and instructions for managers to complete steps 1-4 before clicking 'Submit'. A red circle highlights the 'Options' dropdown menu in the top right corner. Another red circle highlights a dropdown menu with 'Select' as the current selection, located under the instruction 'Please confirm you have met and reviewed your assessment with employee.' A third red circle highlights the 'Submit' button at the bottom right of the form, alongside 'Back' and 'Save and Exit' buttons.

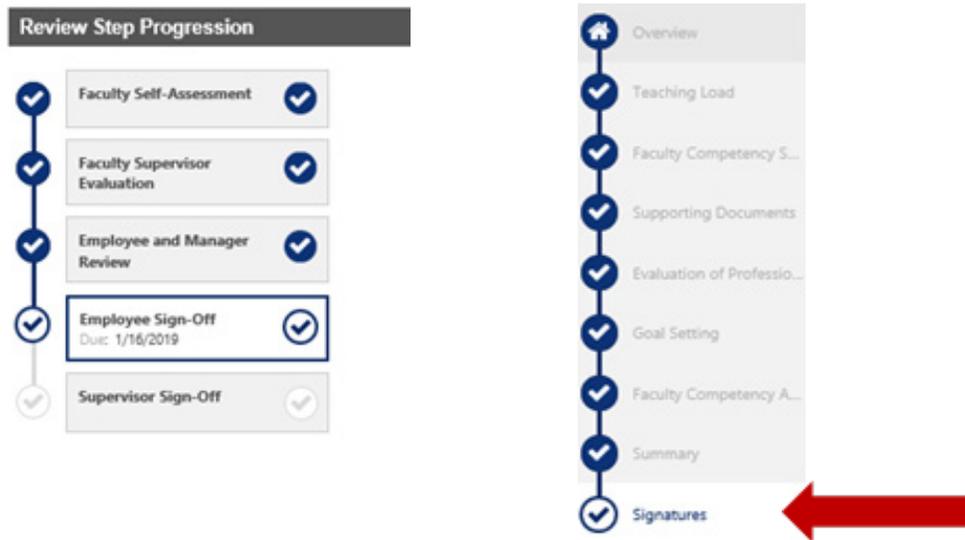
Once the meeting is completed and any final changes are made to the review, confirm the meeting has taken place and click **Submit**.

**Note:** Once you hit **Submit**, the review cannot be changed.

**Note:** Once you hit **Submit**, the review will route back to faculty for signature. Faculty will be able to view all comments and ratings provided by the supervisor but cannot make changes.

# Faculty Signs Appraisal

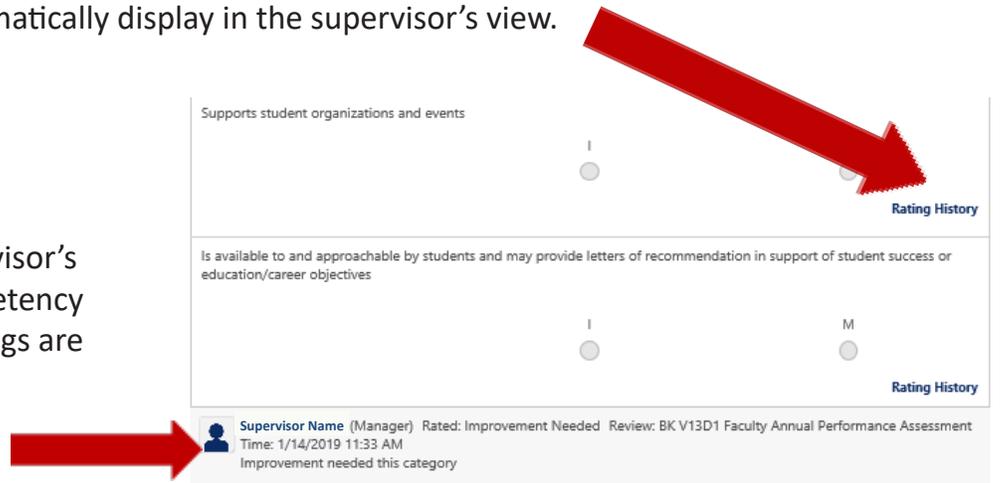
You have the option to click through all areas to review self-ratings and supervisor ratings/comments. You can also navigate directly to the signature page.



If you choose to look through the appraisal, remember these tips when reviewing your supervisor's ratings in the faculty competency assessment:

- Due to system limitations, ratings will not automatically display within the rating categories in the faculty view.
- To see individual ratings in the faculty view, click **Rating History**.
- **Note:** Ratings will automatically display in the supervisor's view.

When reviewing the supervisor's ratings in the faculty competency assessment, summary ratings are provided.



When you reach the signature page, type your full name and click **Sign** to sign off on the appraisal. Add additional comments, as needed. Click **Submit** to complete the process.

Faculty Annual Performance Appraisal (2018-2019) Options ▾

Faculty Name  
Position  
9/1/2018-8/31/2019

86%

**Signatures**

I have reviewed and discussed this appraisal with my review or reviewer.

Self

Faculty Name **Sign**

Associate Dean / Director  
Pending Signature

**Comment**

Back Save and Exit **Submit**

Your portion of the process is completed.  
Now your supervisor will sign off.

Faculty Annual Performance Appraisal (2018-2019) Options ▾

Faculty Name  
Position  
9/1/2018-8/31/2019

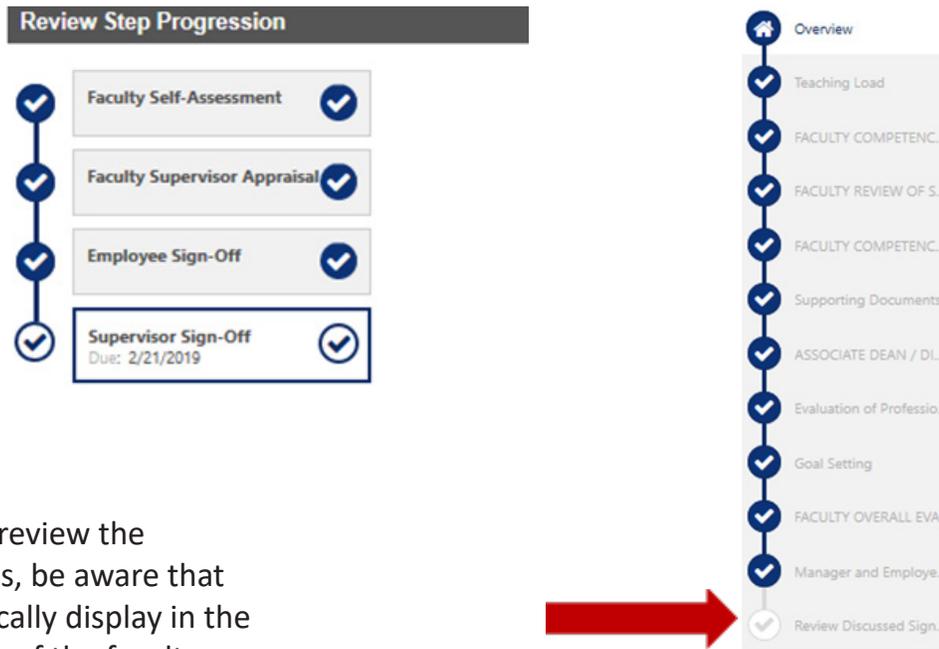
100%

Thank You!

**Go to Action Items**

# Supervisor Signs Appraisal

You have the option to click through all areas to review faculty self-ratings and your ratings/comments or navigate directly to the signature page.



If you choose to review the appraisal sections, be aware that ratings automatically display in the supervisor's view of the faculty competency assessment.

**Note:** The faculty competency assessment looks different when faculty view it. If you receive inquiries from faculty regarding this section, please refer to page 29 of this training guide.

II - ADVISING AND SUPPORTING STUDENTS	
<b>More</b>	
Understands current career and curriculum options, degree requirements and course transfer information within the discipline and provides timely and tailored advice to students.	
M <input type="radio"/>	I <input type="radio"/>
Helps students with education-based problems and/or directs students to appropriate college resources.	
M <input type="radio"/>	I <input type="radio"/>
Assists students in accessing appropriate college and community resources for non-educational problems.	
M <input type="radio"/>	I <input type="radio"/>
Is available to and approachable by students.	
M <input type="radio"/>	I <input type="radio"/>

When you reach the signature page, you will see the faculty's signature and any additional comments provided. Type your full name and click **Sign**. Add comments, if needed. Click **Submit**.

### Review Discussed Signatures

I have reviewed and discussed this appraisal with my supervisor or reviewer.

Self  
shelley sheldon Date:2/19/2019

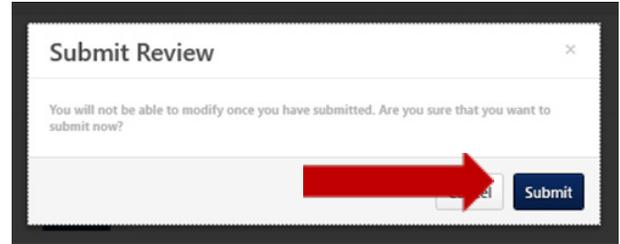
Associate Dean / Director  
Supervisor Name  **Sign**

Comment

**B I U S T** [Rich Text Editor Icons]

**Faculty Name** (Self) Review: AA - V17-A5 Faculty Annual Performance Appraisal (2018-2019) Time: 2/19/2019 AM  
comments are optional

A pop-up will appear, and you will need to click **Submit** once more.



### Faculty Annual Performance Appraisal (2018-2019)

Options ▾

 **Faculty Name**  
Position  
9/1/2018-8/31/2019



Thank You!

Once submitted, the appraisal process is complete.

# Worksheet for Goal Setting

## SMART Goals

Specific - Measurable - Achievable - Relevant - Time-Bound

Goal Title: \_\_\_\_\_

Goal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Perspective (circle one): Faculty - Professional Development

Faculty - Service

Faculty - Teaching

Attachments? \_\_\_\_\_

Tasks?

Description: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Targets?

Type (circle one): Currency  
Percentage  
Integer  
Number  
Hours  
Days  
Years

Start Value: \_\_\_\_\_ End Value: \_\_\_\_\_