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.

Faculty: Adding Goals

Accessing the system

Log into CougarWeb.

Click on **My Workplace**.
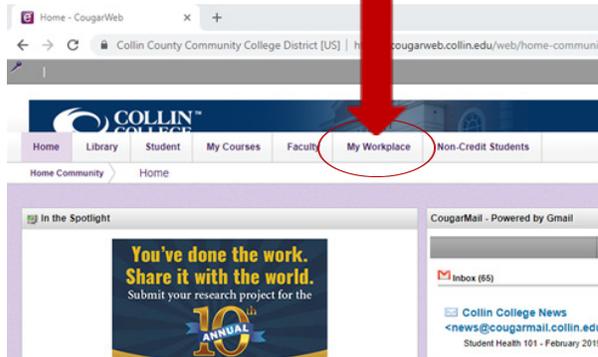
Launch **Cornerstone**.
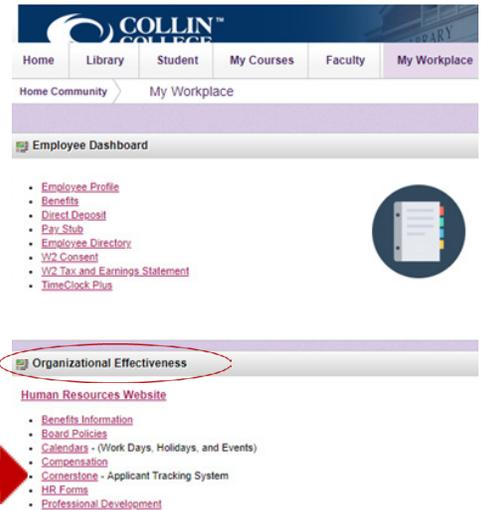
Accessing the goals menu

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

Click **Create**.
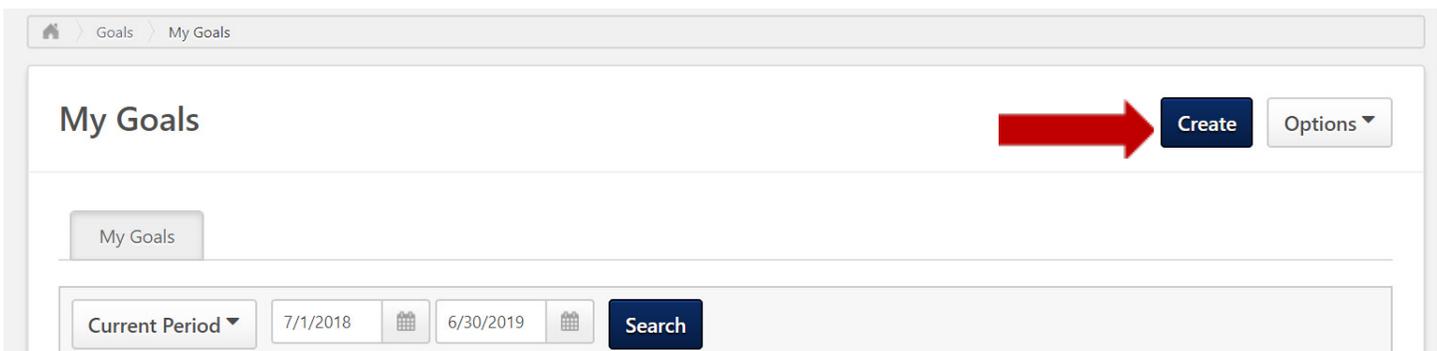
Creating goals

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_x | ☰ ☷ | ☶ ☲ | ABC

Complete 12 hours of PhD. coursework.

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

Start Date *   **Due Date ***

9/1/2019   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**.

     cel   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**.

Add Tasks or Targets

Add Tasks or Targets   ×

Description

Start Date *   **Due Date ***

9/1/2018   8/31/2019

☑ Include Target

Type *   **Start Value ***   **Target ***

Currency ▾   Start Value   Target

✓   Currency

%

Integer

Number

Hours

Days

Years

Cancel   Done

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

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 ▾

- ✓ Currency
- %
- Integer
- Number
- Hours
- Days
- Years

Start Value * Start Value

Target * Target

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 *

B I U S Iₓ | ≣ ≣ | ≡ ≡ | ABC

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: Complete continuing education coursework in advising. | Target: 3 Hours | Start Date: 6/1/2019 | Due Date: 6/29/2019 | ▾ |
| | Description: Complete continuing education coursework in advising. | Target: 6 Hours | Start Date: 1/1/2019 | Due Date: 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.

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.

Supervisors: Approving Goals

Accessing the system through CougarWeb

Log into **CougarWeb**.

Click on **My Workplace**.

Launch **Cornerstone**.

Accessing the system from links in system-generated emails

Click the link embedded in the goal approval email you received.
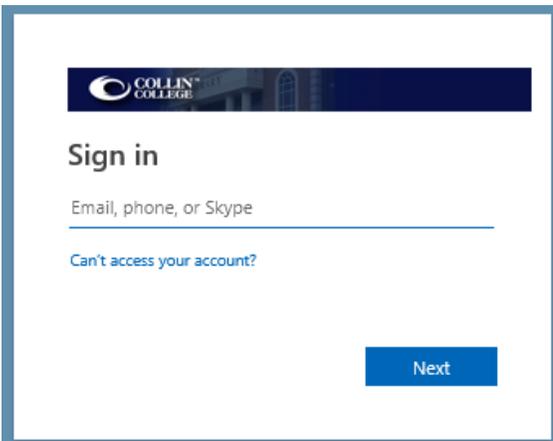
Enter your complete Collin College email address (xxxxx@collin.edu).
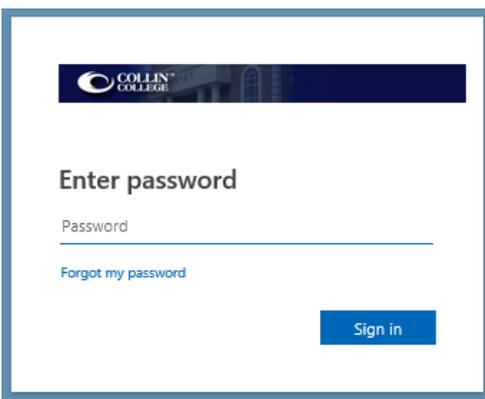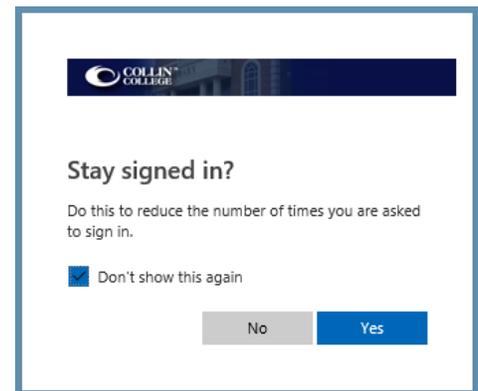
Enter your Collin College email password and click **Sign in**.

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.

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

Pending Goals				
Select User	Title		Status	Options
☐ Faculty Name	Faculty Service Goal		Pending Approval	**Approve/Deny**

« 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 *

B   *I*   U   S   I_x   ☰ ☰   ☷ ☷   ✓

Complete 9 hours of PhD. coursework.

Start Date *   **Due Date ***

9/1/2018   📅   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

01

Faculty Self-Assessment

includes teaching load, supporting documents, comments regarding Council on Excellence criteria, review of student evaluations, goal evaluation, and goal setting

02

Faculty Supervisor Appraisal

includes ratings in Council on Excellence criteria, assessment of student evaluations, previous goal evaluation, new goal review, overall performance evaluation, and one-on-one meeting

03

Faculty Signature

04

Supervisor Signature

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.

Accessing Performance Appraisal System

Log into CougarWeb.

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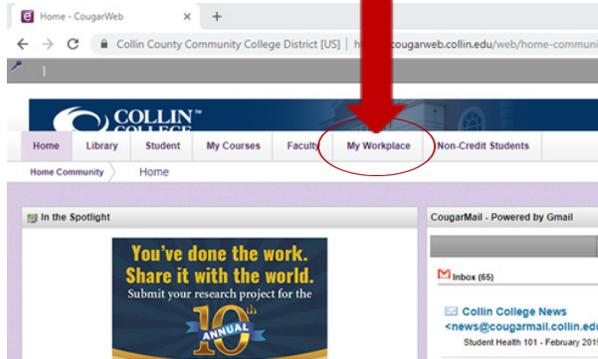
Launch **Cornerstone**.
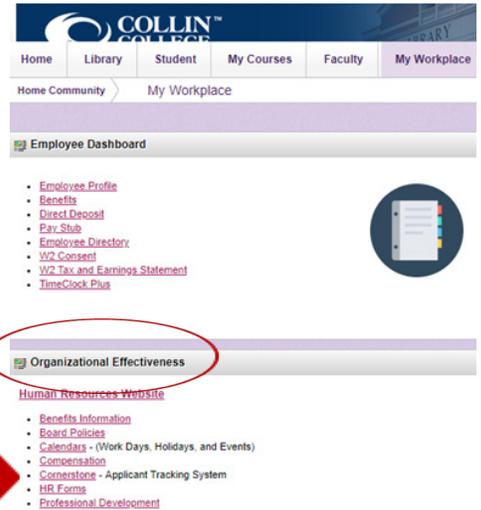
Once Cornerstone is launched, an action items table is visible on the right-hand side. Click on **Annual Performance Self-Assessment** to begin.
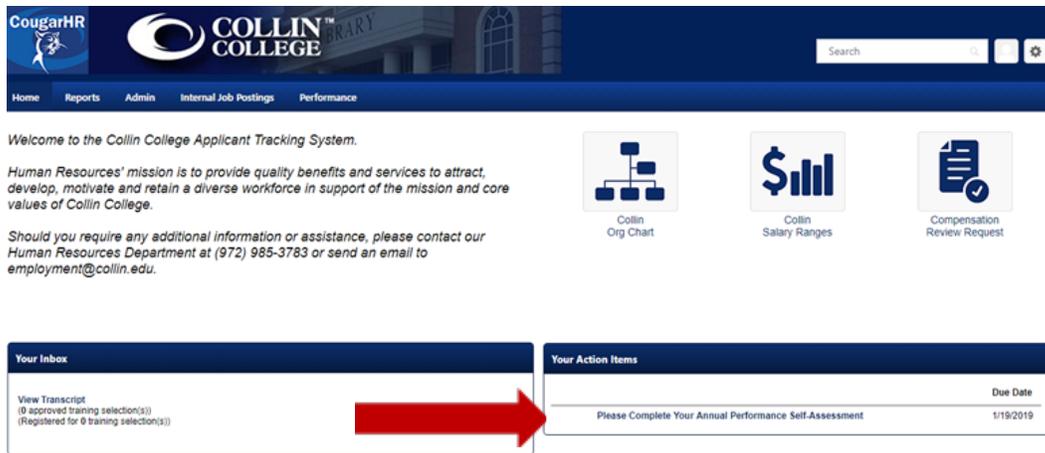
Faculty Self-Assessment

Key system features

Self-assessment sections (navigation tool)

Faculty Annual Performance Appraisal (2018-2019)

Options ▼

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

Your progress

0%

- Overview
- Teaching Load
- FACULTY COMPETENC...
- FACULTY REVIEW OF S...
- Have you added com...
- Supporting Documents
- Evaluation of Professio...
- Goal Setting
- Review Discussed Sign...

Overview

Review Step Progression

Faculty Self-Assessment
Due: 2/23/2019

Steps of the performance appraisal process

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.

Back   Save and Exit   Save and Continue

Getting 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.

Teaching Load

Add documentation of your teaching load and any extra assignments/course releases. If you do not have the Teaching Load Word template for this file, you can download it by clicking **Teaching Load Template**.

Obtain the Teaching Load Template.

Save the Word document to your desktop with the format **lastname_teachingload_2018**. Complete the form with your **teaching load, extra assignments, and course releases**.

Faculty Annual Performance Appraisal (2018-2019)

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

Options ▾
- Attachments
- Employee Details
- Complete Offline
- Upload Review
- Print Review

Overview
Teaching Load
FACULTY COMPETENC...
FACULTY REVIEW OF S...
Have you added com...
Supporting Documents
Evaluation of Professio...
Goal Setting
Review Discussed Sign...

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

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?

Select ▾ ❓ *

Back   Save and Exit   **Save and Continue**

Upload the file to your self-assessment.

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

Attachments

Upload up to 3 attachments

Teaching_Load.docx

Choose File

Cancel   **Save**

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?

Select ▾ ❓*

Back   Save and Exit   **Save and Continue**

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.

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 x₂ x² Iₓ | ≡ ≡ | ≡ ≡ ≡ ≡ ≡ ≡ | Font | - | Size | - | A - ◨ - |

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; advertising 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:

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 serviced 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.

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**.

Supporting Documents

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

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.

Click **Choose File** to browse and upload your file (Excel, Word, .JPG and .PDF are accepted). The maximum file size is 5 MB.
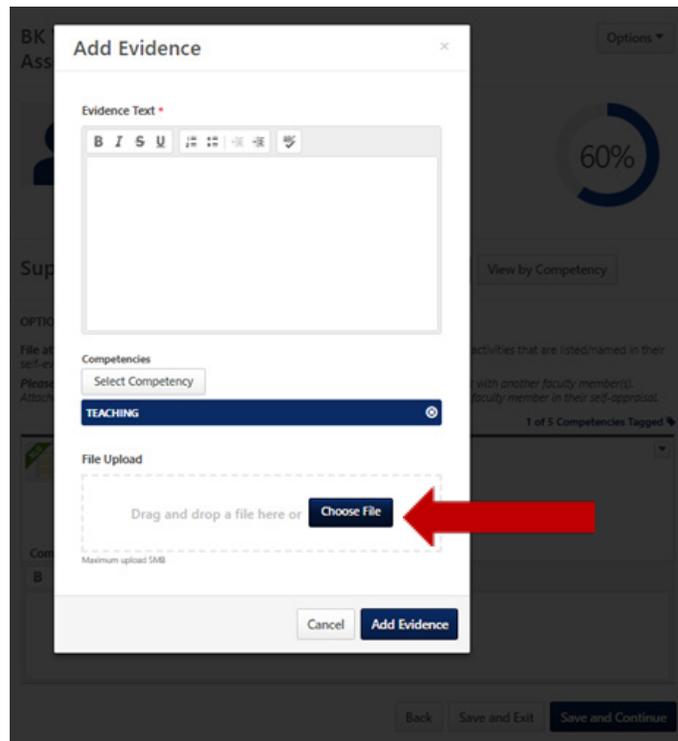
Confirm that the document is attached and add a comment under **Evidence Text** (required) about the attachment. Click **Save Evidence**. Add further evidence, as needed. Click **Save and Continue**.
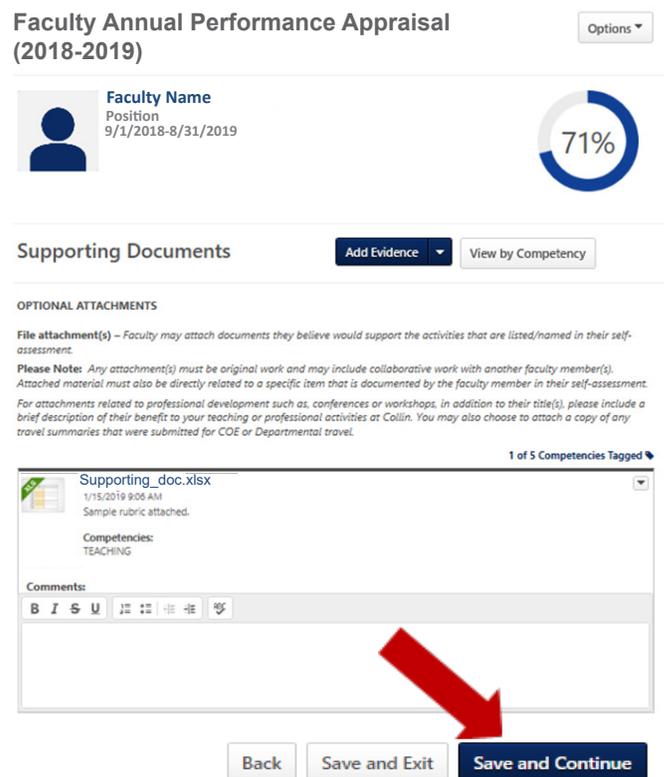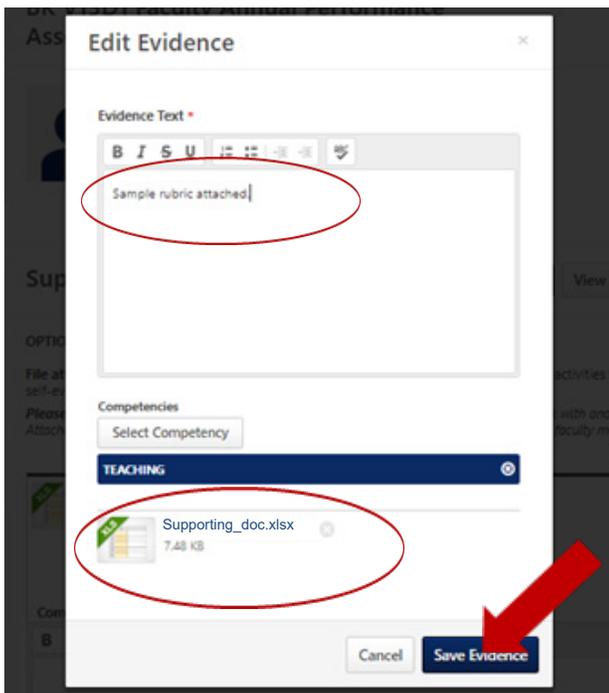
Evaluation of Professional Development Goals

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**.

Goal Setting

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

Create Goals

All fields marked "*" are required

Title *

Professional Development: Educational Goal

Required: Add a title for your goal.

Description *

B I U S Tₓ | ≣ ≣ | ⊣≣ ⊢≣ | ✓

Complete 12 hours of PhD. coursework.

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

Start Date * **Due Date ***

9/1/2019 📅   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

Required: Click **Save**. ➡️   cel   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**.

Add Tasks or Targets

Add Tasks or Targets   ×

Description

Start Date *   **Due Date ***

9/1/2018 📅   8/31/2019 📅

☑ Include Target

Type *   **Start Value ***   **Target ***

Currency ▾   Start Value   Target

✓ Currency
%
Integer
Number
Hours
Days
Years

Cancel   Done

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

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.

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 ▾

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

Your progress

0%

- Overview
- Teaching Load
- FACULTY COMPETENC...
- FACULTY REVIEW OF S...
- FACULTY COMPETENC...
- Supporting Documents
- ASSOCIATE DEAN / DI...
- Evaluation of Professio...
- Goal Setting
- FACULTY OVERALL EVA...
- Manager and Employee...
- Review Discussed/Sign...

Overview

Review Step Progression

- Faculty Self-Assessment ✓
- **Faculty Supervisor Appraisal** Due: 2/24/2019 ✓
- Employee Sign-Off
- Supervisor Sign-Off

Steps of the performance appraisal process

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

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.

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 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.

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

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**.

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**.

Evaluation of Professional Development Goals

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

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**.

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 *

| B I U S Iₓ | ☰ ☰ | ☰ ☰ | ABC |
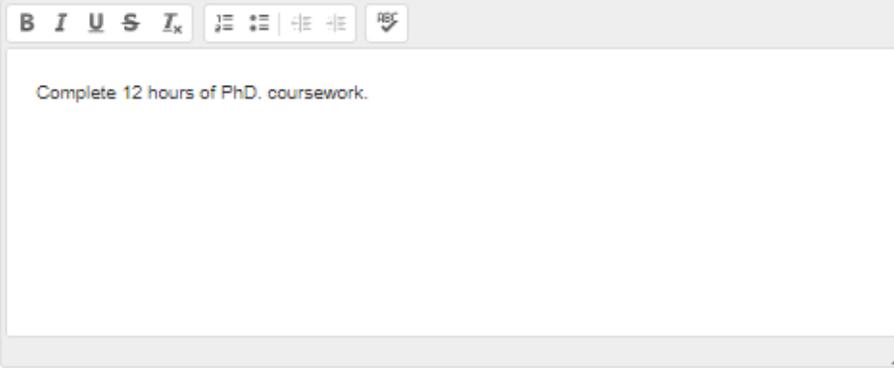
Complete 12 hours of PhD. coursework.

Required: Add the detailed goal.

Start Date *   **Due Date ***

9/1/2019 📅   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

Required: Click **Save**.   ...cel   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**.

Add Tasks or Targets

Add Tasks or Targets   ✕

Description

Start Date *   **Due Date ***

9/1/2018 📅   8/31/2019 📅

☑ Include Target

Type *   **Start Value ***   **Target ***

Currency ▾   Start Value   Target

✓ Currency
%
Integer
Number
Hours
Days
Years

Cancel   Done

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

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 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.


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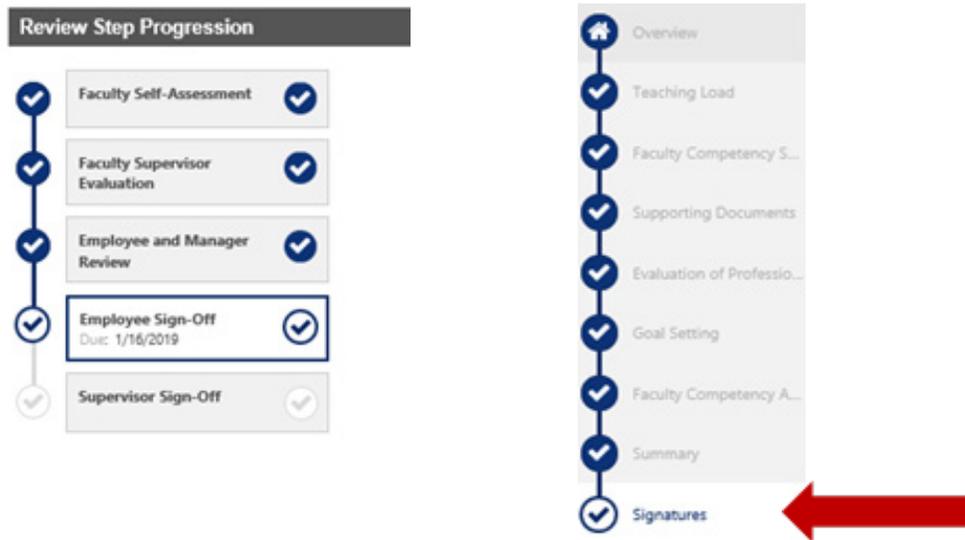
If you choose to look through the appraisal, remember these tips when reviewing your supervisor's ratings in the faculty competency assessment:

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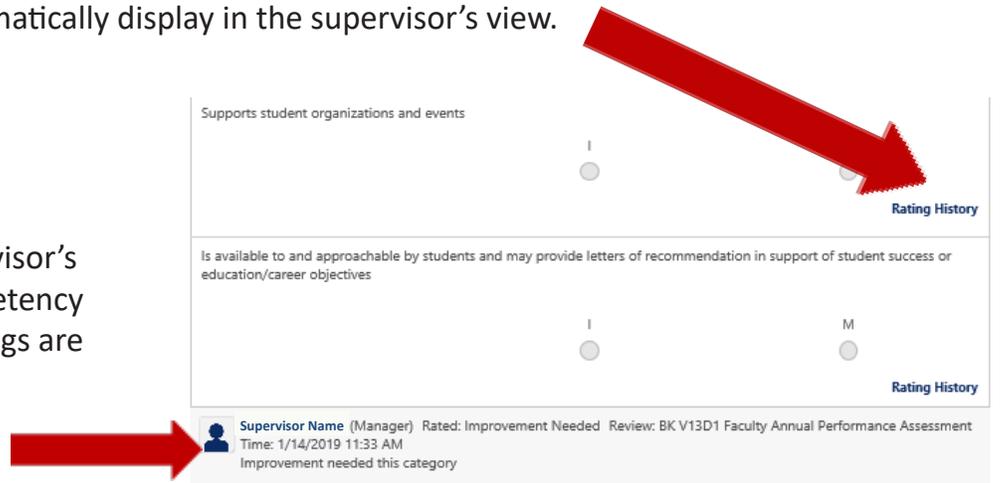
When you reach the signature page, type your full name and click **Sign** to sign off on the appraisal. Add additional comments, as needed. Click **Submit** to complete the process.

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

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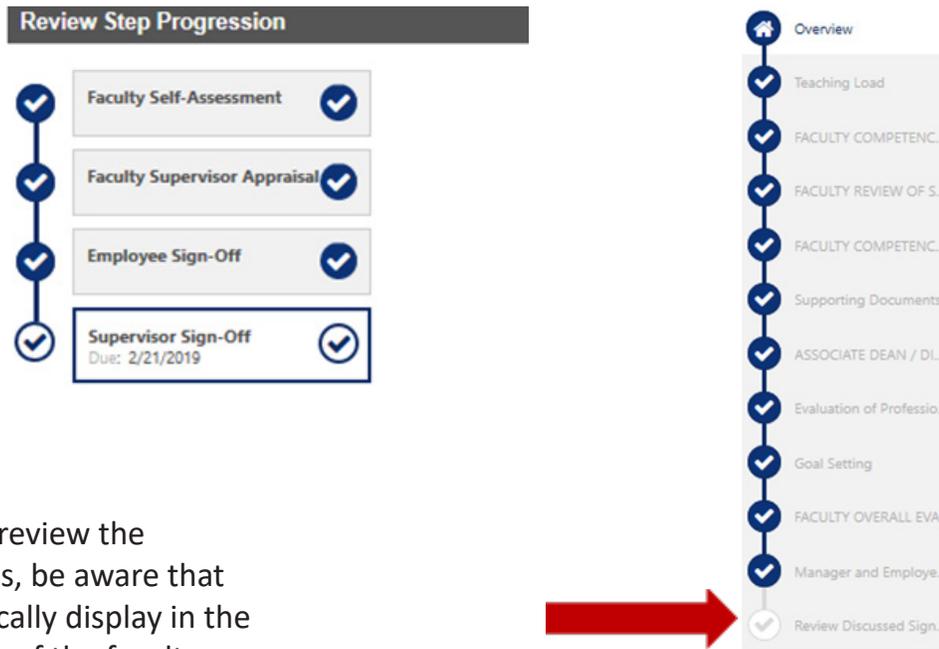
If you choose to review the appraisal sections, be aware that ratings automatically display in the supervisor's view of the faculty competency assessment.

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.

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 Iₓ   ⌖≡ :≡ ⁜ ⁜   ✔

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

Back   Save and Exit   **Submit**

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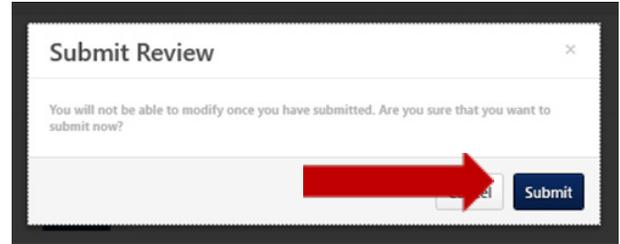
Submit Review   ×

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

Cancel   **Submit**

Faculty Annual Performance Appraisal (2018-2019)   Options ▾

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

100%

Thank You!

Go to Action Items

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:** _____