

Trinity Valley Community College  
107501

STATUS OF EMPLOYMENT:  
EVALUATION

DLA  
(LOCAL)

# PROPOSED POLICY

PURPOSES, AND  
OBJECTIVES OF  
FACULTY,  
PROFESSIONAL STAFF,  
AND AUXILIARY STAFF  
EVALUATIONS

Evaluation is an important component in promoting continuous improvement, enhancing student learning, and achieving excellence in the educational process. Therefore, the College District has adopted the following evaluation procedures for faculty, professional staff, and auxiliary employees:

1. Evaluate faculty for the purpose of enhancing student learning and encouraging professional growth through a meaningful faculty development program.
2. Evaluate professional staff for the purpose of promoting and supporting an on going initiative designed to enhance student learning.
3. Assess the performance of auxiliary staff for the purpose of improving services that contribute to the enhancement of student learning.

FACULTY EVALUATION

The following plan is designed to achieve the objectives of the faculty evaluation process:

1. Evaluation of each faculty member by students shall be conducted at least once a year.
2. Self-evaluation by each faculty member shall be accomplished at least once a year.
3. The evaluation of instructors by the immediate supervisors shall be conducted at least once each year. The supervisors' evaluations shall address the following areas:
  - a. Classroom preparation and performance.
  - b. Development and assessment of annual goals.
  - c. Development and submission of Learning Enhancement Annual Plans (LEAPS).
  - d. Contribution to department, division, and institution (course load, preparations, course development, committee participation, and other applicable responsibilities).
  - e. Completion of professional development and professional growth requirements as described in DK(LOCAL).

Strengths and weaknesses shall also be noted.

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ADMINISTRATIVE STAFF  
EVALUATION PLAN

The following plan is designed to achieve the objectives of the administrative staff evaluation process:

1. Faculty shall evaluate their immediate supervisor at least once a year.
2. All other administrators and professional staff shall be evaluated by the appropriate supervisor.

AUXILIARY STAFF  
EVALUATION PLAN

The performance of office personnel and auxiliary staff shall be evaluated by the appropriate supervisor at least once a year.

EVALUATION  
INSTRUMENTS

The College District administration, with input from the appropriate standing committees, shall develop and/or select the evaluation instruments to be used.

BI (LOCAL)

**INTRODUCTION** Through an annual, formal strategic planning process, the College's human, physical, and fiscal resources are organized to carry out the mission of the College District. The College's strategic planning activities are under the leadership of the College President and occur at all levels of the College. The planning process links program outcomes (administrative and learning) with College goals and provides for participation of faculty, administration, and staff in determining program directions, establishing desired outcomes, and shaping College goals. This process also aligns goals as an integral part of the budgeting cycle.

Strategic planning is defined as a long-term, future-oriented process of goal-setting, assessment, decision-making, and action that:

1. Maps an explicit path between the present and a vision of the future.
2. Relies on careful consideration of an organization's capabilities and environment.
3. Leads to priority-based resource allocation.

**PURPOSE** Through the strategic planning process, the Strategic Planning Committee shall annually review the College's long-range (four-year) goals to guide the planning and budgeting efforts of all administrative and academic areas of the College.

**PROCESS** The annual planning process is directed by the College President in the context of existing College policies and procedures. On a day-to-day basis, the functional authority for strategic planning, assessment, and institutional research as it relates to institutional effectiveness is vested with the Dean of Planning and Institutional Effectiveness. In this capacity, the Dean is responsible for establishing, maintaining, and monitoring the coordination of appropriate assessment procedures for the College's strategic planning process, outcomes assessment, and its progress toward mission and goal accomplishment.

Strategic Planning:

The Strategic Planning Committee acts in an advisory capacity on

the institution's execution of an ongoing, integrated, institution-wide effort to engage in research-based planning resulting in the enhancement of Trinity Valley Community College's ability to achieve its mission. The Strategic Planning Committee is specifically charged with

- (a) establishing a vision for the college that has measurable outcomes so that progress can be monitored,
- (b) serving as a liaison with campus stakeholders for the continuous assessment of the strategic plan,
- (c) providing a formal annual evaluation of progress towards the accomplishment of strategic planning goals, and
- (d) at least once every 4 years conducting a total reworking of the strategic plan for recommendation to the Administration and the Board of Trustees.

As an advisory body, the Committee will recommend changes in College goals and/or priorities. The goals are reviewed by the Committee on College Planning, and the College President. Strategic planning goals are ultimately approved by the Board of Trustees. Administrative and academic planning units will establish goals for college-wide planning through the annual institutional effectiveness, planning, and budgeting process described below. This process is to be in alignment with the strategic plan and the college's budget.

#### Annual Planning:

The annual institutional effectiveness, planning, and budgeting cycles include the following:

1. Annual review and/or update of the strategic planning goals by the Strategic Planning Committee.
2. New strategic planning goals are approved by appropriate committees, the College President, and the Board and are disseminated to all units for use in updating administrative outcomes and learning enhancement annual plans (LEAPS) for the coming academic year.
3. Budget requests from departments and units are sent to division chairs, deans, and vice-presidents, with request to prepare budgets, administrative outcomes, and learning outcomes that are in alignment with strategic planning

- goals for the upcoming year.
4. The administrative outcomes for the upcoming fiscal year are submitted to appropriate deans and vice presidents for approval. Administrative outcomes include, a statement of desired outcomes, outcome descriptions, implementation strategies, assessment methods, assessment criteria, relationship to strategic planning goals, and budgetary implications.
  5. Faculty submit learning enhancement annual plans (LEAPs) for the upcoming year to the appropriate dean for approval. LEAPs include, a statement of the desired outcomes, outcome description, implementation strategies, assessment methods, assessment criteria, and relationship to general education outcomes.
  6. Prior to beginning the academic year, administrative outcomes and learning enhancement annual plans (LEAPs) are modified if budget revisions impact the plans. All administrative outcomes and LEAPs are approved by the appropriate dean or vice president.
  7. Administrative outcomes and LEAPs are implemented throughout the fiscal year.
  8. Administrative outcomes and LEAPs are evaluated to determine progress towards goals.
  9. Using feedback from the results on administrative outcomes and LEAPs, the strategic plan is evaluated and new administrative outcomes and LEAPs are developed for future years by repeating the steps above.

#### Program Review:

Periodic program reviews of defined services, programs, and functions shall be conducted on a schedule established by the appropriate vice president or the President. Examples of such services include, but are not limited to: the Learning Resource Center (LRC), media services, institutional research, admissions functions, curriculum, community services, student services, athletics, bookstore, communications center, business office functions and budgeting processes, counseling services, registrar's office, food services, and maintenance. Program reviews shall be conducted with participation from the program director/coordinator, the Dean of Planning and Institutional Effectiveness, and appropriate personnel from the program being evaluated.

#### COMPOSITION OF COMMITTEES

The Strategic Planning Committee will have the following members:

STRATEGIC  
PLANNING  
COMMITTEE

1. The Chairperson is the Dean of Planning and Institutional Effectiveness,
2. At least nine additional members who are representative of the TVCC system are appointed by the College President.

Operating guidelines are as follows:

1. The College President will provide the planning charge to the Committee.
2. Committee meetings will be scheduled on a regular basis.
3. Committee members will serve one-year terms.

COMMITTEE ON  
COLLEGE  
PLANNING

The Committee on College Planning will have the following members:

1. Chairperson--President.
2. Vice-presidents.
3. Deans.
4. Certain Directors as deemed necessary by the President.

DATE ISSUED: 03/06/1998  
UPDATE 12  
BI(LOCAL)-X