



TO: TVCC Faculty
FROM: Vice President of Instruction
SUBJECT: Faculty and Division Chair Evaluations
DATE: October 4, 2021

Trinity Valley Community College is committed to operating with a ***continuous improvement model*** that routinely evaluates the effectiveness of its processes and employees. With this in mind, honest feedback provided in the faculty evaluations and division chair evaluations are critical to obtain valuable data that is intended to improve and enhance the quality of instructional service and operations.

Please note that all directors, Associate Vice-Presidents, Provosts and Vice-Presidents including the Vice-President of Instruction will be evaluated using the 360 HR evaluation tool and will be sent out in a separate email with instructions to complete the evaluations in which you are randomly selected to participate.

Below are detailed instructions regarding who is expected to complete the respective evaluations as well as how and when they are to be completed.

Faculty Evaluations

- All full-time, adjunct, and embedded faculty are expected to complete and submit a faculty evaluation and submit to their direct supervisors for review and discussion.
- Access the [faculty evaluation electronic fill in form](#) on the [institutional research webpage](#), available through the faculty evaluations menu.
- **Save** the faculty evaluation electronic fill in (word-document) form to your computer FIRST! **If you “DO NOT” save this word document before inserting your information, it will be a READ ONLY COPY and will not retain the information you insert.**
- Type information into the respective sections intended to be completed by the faculty member.
- Reports from the fall 2020 and spring 2021 student evaluation of faculty (which are emailed to all faculty at the conclusion of each semester) will be needed to complete the faculty evaluation.
- After completing the “faculty self-rating column” on pages 1 and 2, be sure to complete the rest of the document before you email to your direct supervisor. This should be done no later than **Friday, October 15, 2021**.
- Your direct supervisor will schedule a meeting with you to finalize all components and discuss your faculty evaluation on or before **Friday, November 5, 2021**. At this meeting, you and your direct supervisor will review and sign the form either manually or

electronically. A copy of the signed evaluation will be provided to the faculty member, the direct supervisor will retain the original and send a copy to HR.

Division Chair Evaluations

- All TVCC faculty are **strongly encouraged** to evaluate their division chair on or before **Friday, October 15, 2021**. If you teach in multiple departments, you may evaluate each department's division chair in which you teach.
- The office of institutional research will email each faculty member a **passcode** to evaluate their division chair by **Friday, October 8, 2021**.
- The [Division Chair Evaluation](#) link is accessible by selecting the link or copying and pasting the link provided below into your web browser.
<https://websurvey.tvcc.edu/scripts/rws5.pl?FORM=DivisionChairEvaluation>
- The purpose of the passcode is to ensure that faculty are only able to submit ONE evaluation for each division chair with whom they work.
- **NOTE: The unique passcode is randomly assigned to faculty and will NOT be stored NOR shared with any individual at any time, regardless of their role at TVCC.**

If you have any questions, comments, and/or concerns regarding this email, please notify me or your direct supervisor.

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