TRINITY VALLEY COMMUNITY COLLEGE

TO: TVCC Adjunct Faculty

FROM: Vice President of Instruction

SUBJECT: Faculty Evaluation Performance Review & Faculty Evaluation of Immediate Supervisor

DATE: January 18, 2018

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 evaluation, evaluation of associate vice president/provost or division chair, evaluation of vice president of instruction, evaluation of director of dual credit, and evaluation of director of distance learning are critical to obtain valuable data that is intended to improve and enhance the quality of instructional service and operations.

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 adjunct-time faculty are encouraged to complete and submit a faculty evaluation.
- 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.
- Results from the spring 2017 and fall 2017 student evaluation of faculty (which were emailed to all faculty from ACOM at the conclusion of each semester) will be needed to complete the faculty evaluation. ***If you have misplaced them, please access the student evaluation of faculty results through your CARDINAL CONNECTION account.***
- After completing the "faculty self-rating column" on pages 1 and 2, the faculty evaluation components on page 3, and the faculty improvement section on page 4 of the faculty evaluation electronic fill in form, email an electronic copy of your faculty evaluation to your immediate supervisor. This should be done no later than **Friday, February 16, 2018**.
- Your immediate supervisor will schedule a meeting with you to finalize all components of the faculty evaluation on or before **Friday, March 23, 2018**. At this meeting, you and your immediate supervisor will review and sign the form either manually or electronically. A copy of the signed evaluation will be provided to the faculty member and the supervisor will retain the original.

Thank you for your contributions to improving instruction at TVCC through this evaluation process.

Wendy

Dr. Wendy Elmore
Vice President of Instruction
Trinity Valley Community College
100 Cardinal Drive
Athens, TX 75751
(903)675-6231
welmore@tvcc.edu