

**TO:** TVCC Faculty

**FROM:** Vice President of Instruction

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

**DATE:** January 16, 2018

It’s time again to complete the process for faculty evaluations.

Please access the [Faculty Evaluation Electronic Form](file:///K:\INSTITUTIONAL%20RESEARCH%20OFFICE\REMARK\Evaluation%20of%20Supervisor%20by%20Faculty%20(Jan)\FacultyEvaluationElectronicForm(IR_Webpage).docx) on the Institutional Research webpage under [Faculty Evaluations](https://www.tvcc.edu/Institutional-Research/category.aspx?z=320). You will need the results from the Spring 2017 and Fall 2017 student evaluation of faculty that were emailed to you to complete this form. If you have misplaced them, you should be able to access them through your CARDINAL CONNECTION account. Once you click on the Faculty Evaluation Electronic Form, you will need to **SAVE** it to your computer **FIRST**!!! If you don’t save it first, it will be a **READ ONLY** copy and will not have the information you type into it.

Once you have completed your evaluation, you will need to email an electronic copy to your immediate supervisor no later than **Friday, February 16, 2018** and meet with your supervisor to finalize the evaluation by **Friday, March 23, 2018.** At this meeting, you and your immediate supervisor will sign the form either manually or electronically and a copy will be kept on file in the appropriate supervisor’s office.

Another component is for faculty to evaluate their immediate supervisor by **Friday, February 16, 2018**. The office of Institutional Research will provide each employee with a unique code for you to input when accessing the evaluation portal. You may access the evaluation by clicking on the link below or copying and pasting it into your web browser. <https://websurvey.tvcc.edu/scripts/rws5.pl?FORM=Supervisor_Evaluation_By_Faculty>

All of the needed links for the entire process can be found in one location by going to the Institutional Research webpage located at

<http://www2.tvcc.edu/institutional-research/zone.aspx?deptid=185&zoneid=320>

If you have any questions, comments, and/or concerns please notify me either by email, phone, or in person. My contact and location information is listed below.

Thanks,

Katie

Katie Brady McElroy 

Institutional Research & Effectiveness Analyst

Offices of IR & SPEA

GSC 110B, 903.675.6313

[katie.mcelroy@tvcc.edu](mailto:katie.mcelroy@tvcc.edu)