



TO: TVCC Faculty

FROM: Vice President of Instruction

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

DATE: January 15, 2020

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 full-time, adjunct, and embedded faculty are expected to complete and submit a faculty evaluation and submit to their immediate 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.
- Results from the spring 2019 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 14, 2020**.
- Your immediate supervisor will schedule a meeting with you to finalize all components of the faculty evaluation on or before **Friday, March 13, 2020**. 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.

Supervisor evaluation by faculty

- All TVCC full-time faculty are **strongly encouraged** to evaluate their supervisor(s) on or before **Friday, February 14, 2020**. Complete an evaluation on each of your supervisors, including provost/AVP and division chairperson. *NOTE: TDCJ faculty will complete an evaluation the AVP for TDCJ only.*
- All TVCC full-time faculty who teach dual credit and/or online classes are **strongly encouraged** to evaluate the director of dual credit and/or director of distance learning on or before **Friday, February 14, 2020**.
- The office of institutional research will email each full-time faculty member and division chair a **passcode** and list of eligible supervisors/directors that they have access to evaluate on or before deadline.
- In order to complete the **supervisor evaluation by faculty**, faculty members and division chairs will insert the same passcode assigned to them for each evaluation that they are assigned to complete in the “password” cell that grants access to the evaluation instruments applicable to their role.
- The [supervisor evaluation by faculty](#) links are 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=Supervisor_Evaluation_By_Faculty
- The purpose of the passcode is to ensure that employees are only able to submit ONE evaluation for each of the supervisor(s)/director(s) with whom they work.
- ***NOTE: The unique passcode is randomly assigned to employees and will **NOT** be stored NOR shared with any individual at any time, regardless of their role at TVCC.***

Evaluation of the vice president for instruction

- All TVCC full-time faculty, assistant vice presidents, provosts, division chairs, deans, and instructional directors are **strongly encouraged** to evaluate the vice president of instruction on or before **Friday, February 14, 2020**.
- Faculty members and division chairs will insert the same passcode assigned to them for supervisor evaluation by faculty in the “password” cell that grants access to the **evaluation for vice president of instruction** on or before the deadline.
- The office of institutional research will email each associate vice president, provost, dean, and instructional director a **passcode** to grant access to the **evaluation for vice president of instruction** on or before the deadline.
- The [evaluation of the vice president for instruction](#) 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=VPI_Evaluation
- The purpose of the passcode is to ensure that employees are only able to submit ONE evaluation for the vice president for instruction.
- ***NOTE: The unique passcode is randomly assigned to employees and will **NOT** be stored NOR shared with any individual at any time, regardless of their role at TVCC.***

For future reference, the links to each instructional evaluation instrument will be available on the

[institutional research webpage](https://www.tvcc.edu/Institutional-Research/category.aspx?z=320) located at <https://www.tvcc.edu/Institutional-Research/category.aspx?z=320> until Friday, February 14, 2020.

If you have any questions or concerns, please contact your immediate supervisor or email Brad Burnett at bburnett@tvcc.edu.

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

Wendy

Dr. Wendy Elmore

Vice President of Instruction

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