

3.2.10 The institution periodically evaluates the effectiveness of its administrators. (Administrative staff evaluations)

Off-site Committee's Response

Texas College has in place an evaluation process that is conducted on an annual basis for administrative staff. The evaluation process is described in the Faculty and Staff Handbook. Examples of administrative employee evaluations were provided, but only for one year. The Committee could not determine that this evaluation is conducted "periodically."

Institution's Response

The institution understands the standard as asking to demonstrate that administrators are evaluated on a periodic basis. The *Faculty and Staff Handbook* has described periodic as "annually," (see Attachment 3.2.10-A). The Off-site Committee has confirmed this in their statement that reads, "Texas College has in place an evaluation process that is conducted on an *annual basis* for administrative staff. The evaluation process is described in the Faculty and Staff Handbook. Examples of administrative employee evaluations were provided, but only for one year." As it pertains to the Committee's interests, Attachment 3.2.10-B provides an additional year of evaluations.

Documentation:

- Attachment 3.2.10-A: Evaluation Policy from Faculty and Staff Handbook
- Attachment 3.2.10-B: Completed Evaluations (redacted) of administrators

Attachment 3.2.10-A: Evaluation Policy from Faculty and Staff Handbook

TEXAS COLLEGE

Founded 1894



Faculty and Staff Handbook

Drug Free Environment	14
Employee Protection (Whistleblower) Policy	14
Job Descriptions	14
Nepotism	15
Non-Discrimination	15
Outside Employment	15
Probationary Period	15
Proof of U.S. Citizenship and/or Right to Work	15
Security Checks	16
Sexual Harassment	16
Standards of Conduct	18
Unacceptable Activities	18
Disciplinary Actions	20
Dismissal	21
COMPENSATION AND PERFORMANCE	21
Wage and Salary Policies	21
Computing Pay	21
Deductions from Paycheck (Mandatory)	21
Deductions (Other)	22
Overtime Pay	22
Pay Cycle	22
Reporting Time Pay – Inclement Weather and “Acts of God”	22
Termination Pay	22
Timesheets and Records	22
Performance Evaluation	23
Work Schedule	23
Absence or Lateness	23
Attendance	23
Excessive Absenteeism or Lateness	23
Lunch Breaks	24

Performance Evaluation

Texas College conducts a formal performance evaluation once a year for each employee. New employees may be reviewed more frequently. An evaluation may also be conducted in concert with a promotion or change in duties and responsibilities.

Work Schedule

The administrative work week consists of five days at eight hours per day, Monday through Friday. There are, however, areas of the campus that are required to provide services for the student for the week including weekends, e.g. student affairs, housing, security, athletics, physical plant and instructional support. Schedule of daily work hours are assigned by supervisors and generally will not exceed 40 hours per week.

Absence or Lateness

Texas College is aware that emergencies, illnesses, or personal matters may arise that cannot be scheduled outside the work day. For this purpose Vacation and sick leave has been provided. All absences must be recorded with the Office of Human Resources and persons in violation of this may be sanctioned. Notification by third party is not acceptable.

When unable to report to work or if expecting to arrive late, please contact your supervisor or the Office of Human Resources immediately. Unless otherwise informed, absence is considered for an eight hour day, pending receipt of the Employee Leave Form. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf.

Absence from work for three consecutive days without notifying your supervisor or the Office of Human Resources is considered job abandonment.

Attendance

Consistent attendance is expected from each employee. Employees are expected to be at their work station and ready to work at the beginning of assigned daily work hours. Employees should remain at their work station until the end of assigned work hours, except for approved breaks and lunch. When it is necessary to leave the workstation, supervisors should be made aware.

Inconsistent attendance or excessive absenteeism may result in disciplinary action including dismissal.

Excessive Absenteeism or Lateness

For faculty and staff, five absences in a 90-day period, or a consistent pattern of absence, will be considered excessive. Tardiness or leaving early is as detrimental to Texas College as an absence. Three such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Attachment 3.2.10-B: Completed
Evaluations (redacted) of administrators

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Attachment 3.2.10-B – Completed
Evaluations (redacted) of
Administrators

Employee Name: _____

S.S.N.: On File

Date Hired: _____ Date Last Promoted: _____ Budget Code: _____

Job Title: Vice President of Business & Finance

Evaluation Period: From 2013 to 2014

Department Business & Finance

Immediate Supervisor: _____

Reason for Evaluation: ☒ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
X								Ability to handle multiple tasks
X								Ability to meet deadlines
X								Ability to work without close supervision
X								Acceptance and use of criticism
X								Accuracy in checking for and correcting errors
X								Alertness
X								Consistency in checking for and correcting errors
X								Consistently observes institutional policies and procedures
X								Dependability
X								Ease of learning new techniques and procedures
X								Initiative
X								Judgment and ability to make decisions
X								Neatness and orderliness of work/thoroughness
X								Quantity of work output
X								Reports to work on time
X								Self-control and courtesy in dealing with others
X								Understands and uses appropriate technology
X								Willingness to do work assigned
X								Written communication skills
								PERSONAL QUALITIES
X								Capacity for independent thought and planning
X								Demonstrates ability to direct or manage
X								Demonstrates supervisory ability
X								Exhibits honesty and integrity
X								Imaginative contributions
X								Leadership
X								Loyalty
X								Oral communication skills
X								Professional appearance/grooming
X								Seeks self-improvement/professional development
X								Sense of responsibility
X								Staff relationships (when applicable)
X								Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

does a great job with the assignments to his charge. He keeps the president well informed and manages the business operations well. His staff is supportive; he keeps them with professional development updates and cross training well.

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☒ Continue Contract

Department _____ Date _____ Signature of Immediate Supervisor _____

Employee's Statement:

My comments:

Thank you DR. Fennell for the opportunity to serve at Texas College. The challenges we face have pushed me to give more to the college.

(Continue on separate sheet if necessary)

7/28/14
 Date

Signature of Employee _____

Vice President's Comments and Recommendations:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☐ Continue/Renew Contract

Date _____

Signature of Vice President _____

President's Comments:

Instructions to Human Resources:

Date _____

HUMAN RESOURCES USE ONLY

Exit Data

Date Received _____	Positions Held _____	Dates Employed _____	Separation Date _____
Date Filed _____	_____	_____	Reason for Separation _____
Initials _____	_____	_____	Date Final Paycheck Issued _____
_____	_____	_____	_____

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: _____ S.S.N.: On File

Date Hired: _____ Date Last Promoted: _____ Budget Code: _____

Job Title: Vice President of Business & Finance Evaluation Period: From 2012 to 2013

Department Business & Finance Immediate Supervisor: _____

Reason for Evaluation: ☒ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
X								Ability to handle multiple tasks
X								Ability to meet deadlines
X								Ability to work without close supervision
X								Acceptance and use of criticism
X								Accuracy in checking for and correcting errors
X								Alertness
X								Consistency in checking for and correcting errors
X								Consistently observes institutional policies and procedures
X								Dependability
	X							Ease of learning new techniques and procedures
X								Initiative
X								Judgment and ability to make decisions
X								Neatness and orderliness of work/thoroughness
X								Quantity of work output
X								Reports to work on time
	X							Self-control and courtesy in dealing with others
X								Understands and uses appropriate technology
X								Willingness to do work assigned
X								Written communication skills
								PERSONAL QUALITIES
X								Capacity for independent thought and planning
X								Demonstrates ability to direct or manage
X								Demonstrates supervisory ability
X								Exhibits honesty and integrity
X								Imaginative contributions
X								Leadership
X								Loyalty
X								Oral communication skills
X								Professional appearance/grooming
X								Seeks self-improvement/professional development
X								Sense of responsibility
X								Staff relationships (when applicable)
X								Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

It is a pleasure to have _____ as Vice President of Business and Finance.

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☒ Continue/Renew Contract

Department _____

Date 5.29.13

Employee's Statement: I have reviewed and discussed this performance evaluation with my supervisor.

My comments:

Areas of improvement noted. Challenges come with motivating staff week to week to the task at hand. Working with limited ideas and maintaining a positive attitude will help me overcome.

(Continue on separate sheet if necessary)

Date 5/29/13

Vice President's Comments and Recommendations:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☐ Continue/Renew Contract

Date _____

Signature of Vice President _____

President's Comments:

Instructions to Human Resources:

Date 5.29.13

HUMAN RESOURCES USE ONLY

Exit Data

Date Received	Positions Held	Dates Employed	Separation Date
Date Filed			Reason for Separation
Initials			Date Final Paycheck Issued

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: _____ S.S.N.: On File

Date Hired: _____ Date Last Promoted: _____ Budget Code: _____

Job Title: Vice President of Business & Finance

Evaluation Period: From 2011 to 2012

Department Business & Finance

Immediate Supervisor: _____

Reason for Evaluation: ☒ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
DEMONSTRATED JOB PERFORMANCE								
X								Ability to handle multiple tasks
X								Ability to meet deadlines
X								Ability to work without close supervision
X								Acceptance and use of criticism
X								Accuracy in checking for and correcting errors
X								Alertness
X								Consistency in checking for and correcting errors
X								Consistently observes institutional policies and procedures
X								Dependability
	X							Ease of learning new techniques and procedures
X								Initiative
X								Judgment and ability to make decisions
X								Neatness and orderliness of work/thoroughness
X								Quantity of work output
X								Reports to work on time
	X							Self-control and courtesy in dealing with others
X								Understands and uses appropriate technology
X								Willingness to do work assigned
X								Written communication skills
PERSONAL QUALITIES								
X								Capacity for independent thought and planning
X								Demonstrates ability to direct or manage
X								Demonstrates supervisory ability
X								Exhibits honesty and integrity
X								Imaginative contributions
X								Leadership
X								Loyalty
X								Oral communication skills
X								Professional appearance/grooming
X								Seeks self-improvement/professional development
X								Sense of responsibility
X								Staff relationships (when applicable)
X								Student relationships (when applicable)

(Continue on separate sheet if necessary)

REG-01 Supervisor

(If you wish to see more of the film, if necessary)

(Continue on separate sheet if necessary)

Signature of Vice President

Date _____

Exit Data

_____ Date Received	Positions Held _____	Dates Employed _____	Separation Date _____
_____ Date Filed	_____	_____	Reason for Separation _____
_____ Initials	_____	_____	Date Final Paycheck Issued _____

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: _____

S.S.N.: On File

Date Hired: _____ Date Last Promoted: _____ Budget Code: _____

Job Title: Acting V. P. for A A

Evaluation Period: From: 2013 to 2014

Department: Academic Affairs

Immediate Supervisor: _____

Reason for Evaluation: ☒ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
	X							Ability to handle multiple tasks
	X							Ability to meet deadlines
X								Ability to work without close supervision
	X							Acceptance and use of criticism
	X							Accuracy in checking for and correcting errors
	X							Alertness
	X							Consistency in checking for and correcting errors
X								Consistently observes institutional policies and procedures
X								Dependability
X								Ease of learning new techniques and procedures
X								Initiative
X								Judgment and ability to make decisions
X								Neatness and orderliness of work/thoroughness
X								Quantity of work output
		X						Reports to work on time
	X							Self-control and courtesy in dealing with others
X								Understands and uses appropriate technology
X								Willingness to do work assigned
	X							Written communication skills
								PERSONAL QUALITIES
X								Capacity for independent thought and planning
	X							Demonstrates ability to direct or manage
X								Demonstrates supervisory ability
X								Exhibits honesty and integrity
X								Imaginative contributions
X								Leadership
X								Loyalty
	X							Oral communication skills
	X							Professional appearance/grooming
	X							Seeks self-improvement/professional development
	X							Sense of responsibility
X								Staff relationships (when applicable)
X								Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

provides great oversight and direction of the area of academic affairs. She has a great deal of creative imagination to work through "hurdles." And, her address of academic affairs with institutional effectiveness measures is insightful.

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☒ Continue Contract

 Department Date Signature of Immediate Supervisor

Employee's Statement:

My comments:

 Date

 Signature of Employee

(Continue on separate sheet if necessary)

Vice President's Comments and Recommendations:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☐ Continue/Renew Contract

 Date

 Signature of Vice President

President's Comments:

Instructions to Human Resources:

 Date

HUMAN RESOURCES USE ONLY

Exit Data

Date Received	Positions Held	Dates Employed	Separation Date
Date Filed			Reason for Separation
Initials			Date Final Paycheck Issued

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name _____ S.S.N. _____ On File _____

Date Hired _____ Date Last Promoted _____ Budget Code _____

Job Title Acting VP Academic Affairs Evaluation Period: From 2012 to 2013

Department Academic Affairs Immediate Supervisor _____

Reason for Evaluation: ☒ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
X								Ability to handle multiple tasks
	X							Ability to meet deadlines
X								Ability to work without close supervision
	X							Acceptance and use of criticism
		X						Accuracy in checking for and correcting errors
	X							Alertness
	X							Consistency in checking for and correcting errors
X								Consistently observes institutional policies and procedures
X								Dependability
X								Ease of learning new techniques and procedures
X								Initiative
	X							Judgment and ability to make decisions
	X							Neatness and orderliness of work/thoroughness
X								Quantity of work output
	X							Reports to work on time
	X							Self-control and courtesy in dealing with others
X								Understands and uses appropriate technology
X								Willingness to do work assigned
	X							Written communication skills
								PERSONAL QUALITIES
X								Capacity for independent thought and planning
X								Demonstrates ability to direct or manage
X								Demonstrates supervisory ability
X								Exhibits honesty and integrity
X								Imaginative contributions
X								Leadership
X								Loyalty
X								Oral communication skills
X								Professional appearance/grooming
X								Seeks self-improvement/professional development
X								Sense of responsibility
	X							Staff relationships (when applicable)
X								Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

It is a pleasure to work with _____; she continues to enhance the academic operations.

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period
☒ Salary/Merit Increase☒ Promotion ☐ Terminate Employment
☒ Continue

Department _____

Date 5/3/13

Signature of Immediate Supervisor _____

Employee's Statement: I have reviewed and discussed this performance evaluation with my supervisor.

My comments:

Date 5/3/13

(Continue on separate sheet if necessary)

Vice President's Comments and Recommendations:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period
☐ Salary/Merit Increase☐ Promotion ☐ Terminate Employment
☐ Continue/Renew Contract

Date _____

Signature of Vice President _____

President's Comments:

Instructions to Human Resources:

Date 5/3/13

HUMAN RESOURCES USE ONLY

Exit Data

Date Received	Positions Held	Dates Employed	Separation Date
Date Filed			Reason for Separation
Initials			Date Final Paycheck Issued

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name _____ S.S.N. _____

Date Hired _____ Date Last Promoted _____ Budget Code _____

Job Title V.P. Academic Affairs Evaluation Period: From 2011 to 2012

Department Academic Affairs Immediate Supervisor _____

Reason for Evaluation: ☐ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
		X						Ability to handle multiple tasks
	X							Ability to meet deadlines
		X						Ability to work without close supervision
			X					Acceptance and use of criticism
	X							Accuracy in checking for and correcting errors
			X					Alertness
		X						Consistency in checking for and correcting errors
	X							Consistently observes institutional policies and procedures
	X							Dependability
	X							Ease of learning new techniques and procedures
X								Initiative
		X						Judgment and ability to make decisions
	X							Neatness and orderliness of work/thoroughness
		X						Quantity of work output
	X							Reports to work on time
	X							Self-control and courtesy in dealing with others
	X							Understands and uses appropriate technology
	X							Willingness to do work assigned
	X							Written communication skills
								PERSONAL QUALITIES
	X							Capacity for independent thought and planning
	X							Demonstrates ability to direct or manage
	X							Demonstrates supervisory ability
X								Exhibits honesty and integrity
X								Imaginative contributions
		X						Leadership
X								Loyalty
X								Oral communication skills
X								Professional appearance/grooming
X								Seeks self-improvement/professional development
X								Sense of responsibility
X								Staff relationships (when applicable)
X								Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

This area will need to be strengthened

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☒ Continue/Renew Contract

Department

Date

Employee's Statement: I have reviewed and discussed this performance evaluation with my supervisor.

My comments:

Evaluation is acceptable

(Continue on separate sheet if necessary)

Date

Vice President's Comments and Recommendations:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☐ Continue/Renew Contract

Date

Signature of Vice President

President's Comments:

*Recommendation to the Office of
Cash to Fund Advancement*

Instructions to Human Resources:

Date

HUMAN RESOURCES USE ONLY

Exit Data

Date Received	Positions Held	Dates Employed	Separation Date
Date Filed			Reason for Separation
Initials			Date Final Paycheck Issued

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: _____

S.S.N.: On File

Date Hired: 5/1/12 Date Last Promoted: _____ Budget Code: _____

Job Title: V.P. for Student Affairs

Evaluation Period: From 2013 to 2014

Department: Student Affairs

Immediate Supervisor: _____

Reason for Evaluation: ☒ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
	X							Ability to handle multiple tasks
	X							Ability to meet deadlines
	X							Ability to work without close supervision
	X							Acceptance and use of criticism
	X							Accuracy in checking for and correcting errors
	X							Alertness
		X						Consistency in checking for and correcting errors
	X							Consistently observes institutional policies and procedures
X								Dependability
		X						Ease of learning new techniques and procedures
	X							Initiative
	X							Judgment and ability to make decisions
	X							Neatness and orderliness of work/thoroughness
	X							Quantity of work output
X								Reports to work on time
X								Self-control and courtesy in dealing with others
	X							Understands and uses appropriate technology
X								Willingness to do work assigned
	X							Written communication skills
								PERSONAL QUALITIES
	X							Capacity for independent thought and planning
	X							Demonstrates ability to direct or manage
	X							Demonstrates supervisory ability
X								Exhibits honesty and integrity
		X						Imaginative contributions
	X							Leadership
X								Loyalty
	X							Oral communication skills
X								Professional appearance/grooming
	X							Seeks self-improvement/professional development
	X							Sense of responsibility
	X							Staff relationships (when applicable)
	X							Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

continues to assist with the development of the student affairs areas. He is engaging, cooperative and disciplined through the completion of tasks.

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☒ Continue/Renew Contract

Department _____

Date _____

Signature of Supervisor _____

Employee's Statement:

My comments:

(Continue on separate sheet if necessary)

7/25/14
 Date

Signature of Employee _____

Vice President's Comments and Recommendations:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☐ Continue/Renew Contract

Date _____

Signature of Vice President _____

President's Comments:

Instructions to Human Resources:

 Date _____

HUMAN RESOURCES USE ONLY

		Exit Data	
Date Received	Positions Held	Dates Employed	Separation Date
Date Filed			Reason for Separation
Initials			Date Final Paycheck Issued

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: _____ S.S.N.: On File
 Date Hired: 5/1/12 Date Last Promoted: _____ Budget Code: _____
 Job Title: V.P. for Student Affairs Evaluation Period: From 2012 to 2013
 Department: Student Affairs Immediate Supervisor: _____
 Reason for Evaluation: ☒ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
	X							Ability to handle multiple tasks
X								Ability to meet deadlines
	X							Ability to work without close supervision
	X							Acceptance and use of criticism
		X						Accuracy in checking for and correcting errors
	X							Alertness
		X						Consistency in checking for and correcting errors
	X							Consistently observes institutional policies and procedures
X								Dependability
	X							Ease of learning new techniques and procedures
	X							Initiative
		X						Judgment and ability to make decisions
	X							Neatness and orderliness of work/thoroughness
	X							Quantity of work output
X								Reports to work on time
X								Self-control and courtesy in dealing with others
		X						Understands and uses appropriate technology
	X							Willingness to do work assigned
	X							Written communication skills
								PERSONAL QUALITIES
	X							Capacity for independent thought and planning
	X							Demonstrates ability to direct or manage
	X							Demonstrates supervisory ability
X								Exhibits honesty and integrity
	X							Imaginative contributions
X								Leadership
X								Loyalty
X								Oral communication skills
X								Professional appearance/grooming
	X							Seeks self-improvement/professional development
X								Sense of responsibility
X								Staff relationships (when applicable)
X								Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

It is a pleasure to work with:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☐ Continue/Renew Contract

Department

Date

Employee's Statement: I have reviewed and discussed this performance evaluation

My comments:

(Continue on separate sheet if necessary)

Date

Vice President's Comments and Recommendations:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☐ Continue/Renew Contract

Date

Signature of Vice President

President's Comments:

Instructions to Human Resources:

Date

HUMAN RESOURCES USE ONLY

Exit Data

Date Received	Positions Held	Dates Employed	Separation Date
Date Filed			Reason for Separation
Initials			Date Final Paycheck Issued

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: _____

S.S.N.: On File

Date Hired _____ Date Last Promoted _____ Budget Code _____

Job Title VP Student Affairs Evaluation Period: From: 2011 to 2012

Department Student Affairs Immediate Supervisor _____

Reason for Evaluation: ☒ Annual ☐ Mid-Year ☐ Probationary ☐ Exit

ROLE AND SCOPE OF EVALUATION: A periodic performance evaluation is used by the College to evaluate objective an employee's past performance. After completion of this evaluation, it should be reviewed and discussed with the employee. Please place an "X" in the appropriate block below.

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
	X							Ability to handle multiple tasks
	X							Ability to meet deadlines
	X							Ability to work without close supervision
	X							Acceptance and use of criticism
		X						Accuracy in checking for and correcting errors
		X						Alertness
		X						Consistency in checking for and correcting errors
		X						Consistently observes institutional policies and procedures
	X							Dependability
	X							Ease of learning new techniques and procedures
	X							Initiative
	X							Judgment and ability to make decisions
	X							Neatness and orderliness of work/thoroughness
	X							Quantity of work output
		X						Reports to work on time
	X							Self-control and courtesy in dealing with others
	X							Understands and uses appropriate technology
	X							Willingness to do work assigned
	X							Written communication skills
								PERSONAL QUALITIES
	X							Capacity for independent thought and planning
	X							Demonstrates ability to direct or manage
	X							Demonstrates supervisory ability
X								Exhibits honesty and integrity
	X							Imaginative contributions
	X							Leadership
X								Loyalty
	X							Oral communication skills
	X							Professional appearance/grooming
X								Seeks self-improvement/professional development
X								Sense of responsibility
	X							Staff relationships (when applicable)
X								Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

continues to be an asset to the College.

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☒ Merit Increase ☒ Continue/Renew Contract

Department _____

Date 5-14-12

Employee's Statement: I have reviewed and discussed this performance evaluation with my immediate supervisor.

My comments:

(Continue on separate sheet if necessary)

Date 5-14-12

Vice President's Comments and Recommendations:

(Continue on separate sheet if necessary)

Personnel Action Recommended: ☐ Extend Probationary Period ☐ Promotion ☐ Terminate Employment
☐ Salary/Merit Increase ☐ Continue/Renew Contract

Date _____

Signature of Vice President _____

President's Comments:

Instructions to Human Resources:

Date _____

HUMAN RESOURCES USE ONLY

Exit Data

Date Received	Positions Held	Dates Employed	Separation Date
Date Filed			Reason for Separation
Initials			Date Final Paycheck Issued