

3.2.9 The institution publishes policies regarding appointment, employment, and evaluation of all personnel. (Personnel appointment)

Off-site Committee's Response

Texas College publishes policies on the appointment, employment, and evaluation for all categories of employees (full-time and part-time faculty and staff) in the Faculty and Staff Handbook, but provides no documentation of the implementation of such policies, either in forms used or samples completed. To be compliant, the College is expected to demonstrate that published policies have been implemented and provide evidence of enforcement. Documentation for the implementation of the evaluation policy for faculty and administrators is provided in other standards, but these do not cover the scope of the policy for this standard.

Institution's Response

The institution understands the standard as asking to demonstrate the institution publishes policies regarding appointment, employment and evaluation of all personnel. The Off-site Committee acknowledged that the institution publishes its policies when they stated, "Texas College publishes policies on the appointment, employment, and evaluation for all categories of employees (full-time and part-time faculty and staff) in the Faculty and Staff Handbook..." Notwithstanding, the Off-site Committee expressed concerns for additional information to include, "...documentation of the implementation of such policies, either in forms used or samples completed." In keeping with the interest of the Committee, Attachment 3.2.9-A includes samples (redacted) of implementation of the evaluation policy for full-time and part-time faculty and staff. Also, a redacted employment contract is attached (Attachment 3.2.9-B: Employment contracts (redacted) of appointments of evaluated personnel) as documentation of evidence that we have addressed the committee's concern.

Documentation:

- Attachment 3.2.9- A: Completed Evaluations (redacted) of full-time, part-time, faculty and staff for three years
- Attachment 3.2.9-B: Employment contracts (redacted) of appointments of evaluated personnel

Attachment 3.2.9-A: Completed
Evaluations (redacted) of Full-time, Part-
time, Faculty and Staff for Three Years



TEXAS COLLEGE
DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Attachment 3.2.9-A – Completed
Evaluations (redacted) of Full-time,
Part-time, Faculty and Staff for
Three Years

Faculty Member: [Redacted] Date: 4/14/14 Department: Business
Division Chair: [Redacted] Division: Business + Social Sciences

Rate the faculty member on each criterion listed below by circling a number on the scale of 0-5 using the following definitions:

0 - Inadequate 1 - Needs Improvement 2 - Adequate 3 - Good 4 - Very Good 5 - Outstanding NA - Not Applicable

I. TEACHING (75%)							
It is my estimation that the above named faculty member:							
conducts courses (e.g. content and organization) consistent with the course syllabi	0	1	2	3	4	5	NA
contributes to the development of students' communication skills	0	1	2	3	4	5	NA
demonstrates enthusiasm for the subject matter	0	1	2	3	4	5	NA
explains and discusses the class attendance policy, in each class, at the beginning of each semester	0	1	2	3	4	5	NA
gives students a printed copy of the course outline and/or syllabus, which includes a written statement of class grading policy	0	1	2	3	4	5	NA
gives assignments that are relevant to course objectives	0	1	2	3	4	5	NA
has regular hours posted	0	1	2	3	4	5	NA
includes information or activities geared toward service learning or career exploration	0	1	2	3	4	5	NA
indicates availability to tutor or assist individual students outside of class	0	1	2	3	4	5	NA
introduces students to new ideas and points of view	0	1	2	3	4	5	NA
is persistent in promoting students' interest in the subject matter	0	1	2	3	4	5	NA
is clear and effective in explanations and directions to students	0	1	2	3	4	5	NA
is knowledgeable and competent in the use of a variety of instructional techniques and materials	0	1	2	3	4	5	NA
is well informed and familiar with the subject matter	0	1	2	3	4	5	NA
is available to students during posted office hours and for appointments	0	1	2	3	4	5	NA
is receptive to differing opinions	0	1	2	3	4	5	NA
meets classes on time	0	1	2	3	4	5	NA
meets classes as scheduled	0	1	2	3	4	5	NA
presents subject matter in an interesting way	0	1	2	3	4	5	NA
respects students and treats them with courtesy	0	1	2	3	4	5	NA
shows an interest and desire to help students succeed in class	0	1	2	3	4	5	NA
shows evidence of planning, organization and preparation	0	1	2	3	4	5	NA

Evaluation of Faculty Member:

II. SERVICE (15%)							
The faculty member serves in the following ways:							
advisor/mentor to students or student organization(s)	0	1	2	3	4	5	NA
attends convocations and other required events	0	1	2	3	4	5	NA
initiates mission-related campus activities involving faculty, staff and students	0	1	2	3	4	5	NA
is amenable to committee assignments	0	1	2	3	4	5	NA
is involved in "New Student Orientation"	0	1	2	3	4	5	NA
participates in campus activities outside normal work hours	0	1	2	3	4	5	NA
participates in student recruitment and placement of graduates	0	1	2	3	4	5	NA
participates in college assessment activities	0	1	2	3	4	5	NA
provides or volunteers service to the local community	0	1	2	3	4	5	NA

III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (5%)							
Rate evidence of significant involvement in any of the following:							
articles or publications in unreferenced journals	0	1	2	3	4	5	NA
curriculum design or redesign; development of instructional materials	0	1	2	3	4	5	NA
development and receipt of grants and contracts	0	1	2	3	4	5	NA
discipline related research	0	1	2	3	4	5	NA
participation in juried exhibitions; service as a juror	0	1	2	3	4	5	NA
presentation of concerts, recitals, productions, shows or performances	0	1	2	3	4	5	NA
presentations at state, regional, national conferences	0	1	2	3	4	5	NA
promotion of student involvement in research and creative activities	0	1	2	3	4	5	NA
publication of books	0	1	2	3	4	5	NA
publications in refereed journal	0	1	2	3	4	5	NA
published critical reviews, e.g., operas, movies, ideas, editorials, essays, art, etc.	0	1	2	3	4	5	NA
review of books and articles	0	1	2	3	4	5	NA
service as editor of scholarly publications	0	1	2	3	4	5	NA
service as editor of newsletter for educational or professional organizations	0	1	2	3	4	5	NA

IV. PROFESSIONAL GROWTH (5%)							
Rate evidence of any of the following:							
completed courses or workshops related to teaching area	0	1	2	3	4	5	NA
convened conference sessions	0	1	2	3	4	5	NA
growth initiatives e.g., fellowship, lectureship, study leave	0	1	2	3	4	5	NA
member of external evaluation or peer review team(s)	0	1	2	3	4	5	NA
member or officer in professional societies/organizations	0	1	2	3	4	5	NA
organized conferences/exhibitions	0	1	2	3	4	5	NA
peer recognition, including letters of commendation	0	1	2	3	4	5	NA

Evaluation of Faculty Member:

V. PLACE AN "X" IN THE APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS:

The faculty member has on file in the offices of the Division Chairperson and the Vice President for Academic Affairs copies of the following:

I.	Office hours for the semester or summer term.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
II.	Syllabus for each course taught during the semester.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
III.	Updated curriculum vitae.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

VI. OVERALL RATING

		Score
I.	Teaching (75%)	3.67
II.	Service (15%)	64
III.	Research, Scholarship and Creative Activities (5%)	102
IV.	Professional Growth (5%)	05
	Total	40

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member:

very knowledgeable

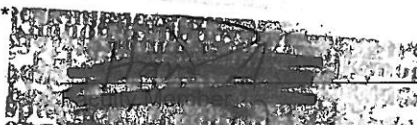
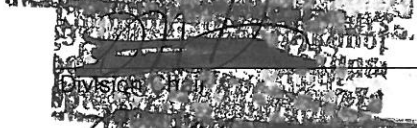

2. Perceived weaknesses of the faculty member:

n/a

3. Professional development and/or recommended actions for improvement.

Attend professional development when time permits

Signatures

4/22/2014
Date

4/14/14
Date

5/1/14
Date

6/1/14
Date

* The faculty member's signature is provided to indicate that the evaluation has been discussed with the Division Chair, but does not necessarily indicate agreement with this evaluation.



TEXAS COLLEGE
DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: [Redacted] Date: 4/15/13 Department: Business
Division Chair: [Redacted] Division: Business and Social Science

Rate the faculty member on each criterion listed below by circling a number on the scale of 0-5 using the following definitions:

0 - Inadequate 1 - Needs Improvement 2 - Adequate 3 - Good 4 - Very Good 5 - Outstanding NA - Not Applicable

I. TEACHING (75%)							
It is my estimation that the above named faculty member:							
conducts courses (e.g. content and organization) consistent with the course syllabi	0	1	2	3	4	(5)	NA
contributes to the development of students' communication skills	0	1	2	3	4	(5)	NA
demonstrates enthusiasm for the subject matter	0	1	2	3	4	(5)	NA
explains and discusses the class attendance policy, in each class, at the beginning of each semester	0	1	2	3	4	(5)	NA
gives students a printed copy of the course outline and/or syllabus, which includes a written statement of class grading policy	0	1	2	3	4	(5)	NA
gives assignments that are relevant to course objectives	0	1	2	3	4	(5)	NA
has regular hours posted	0	1	2	3	4	(5)	NA
includes information or activities geared toward service learning or career exploration	0	1	2	3	(4)	5	NA
indicates availability to tutor or assist individual students outside of class	0	1	2	3	4	(5)	NA
introduces students to new ideas and points of view	0	1	2	3	(4)	5	NA
is persistent in promoting students' interest in the subject matter	0	1	2	3	4	(5)	NA
is clear and effective in explanations and directions to students	0	1	2	3	(4)	5	NA
is knowledgeable and competent in the use of a variety of instructional techniques and materials	0	1	2	3	4	(5)	NA
is well informed and familiar with the subject matter	0	1	2	3	4	(5)	NA
is available to students during posted office hours and for appointments	0	1	2	3	4	(5)	NA
is receptive to differing opinions	0	1	2	3	(4)	5	NA
meets classes on time	0	1	2	3	4	(5)	NA
meets classes as scheduled	0	1	2	3	4	(5)	NA
presents subject matter in an interesting way	0	1	2	3	(4)	5	NA
respects students and treats them with courtesy	0	1	2	3	(4)	5	NA
shows an interest and desire to help students succeed in class	0	1	2	3	4	(5)	NA
shows evidence of planning, organization and preparation	0	1	2	3	4	(5)	NA

Evaluation of Faculty Member:

II. SERVICE (15%)							
The faculty member serves in the following ways:							
advisor/mentor to students or student organization(s)	0	1	2	3	4	(5)	NA
attends convocations and other required events	0	1	2	3	4	(5)	NA
initiates mission-related campus activities involving faculty, staff and students	0	1	2	3	(4)	5	NA
is amenable to committee assignments	0	1	2	3	(4)	5	NA
is involved in "New Student Orientation"	(0)	1	2	3	4	5	NA
participates in campus activities outside normal work hours	0	1	2	(3)	4	5	NA
participates in student recruitment and placement of graduates	(0)	1	2	3	4	5	NA
participates in college assessment activities	0	1	2	(3)	4	5	NA
provides or volunteers service to the local community	(0)	1	2	3	4	5	NA

III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (5%)							
Rate evidence of significant involvement in any of the following:							
articles or publications in unreferenced journals	(0)	1	2	3	4	5	NA
curriculum design or redesign; development of instructional materials	0	1	2	3	4	(5)	NA
development and receipt of grants and contracts	(0)	1	2	3	4	5	NA
discipline related research	0	1	2	3	4	5	(NA)
participation in juried exhibitions; service as a juror	0	1	2	3	4	5	(NA)
presentation of concerts, recitals, productions, shows or performances	(0)	1	2	3	4	5	NA
presentations at state, regional, national conferences	0	1	2	3	4	(5)	NA
promotion of student involvement in research and creative activities	(0)	1	2	3	4	5	NA
publication of books	0	1	2	3	4	5	(NA)
publications in refereed journal	0	1	2	3	4	5	(NA)
published critical reviews, e.g., operas, movies, ideas, editorials, essays, art, etc.	(0)	1	2	3	4	5	NA
review of books and articles	0	1	2	3	4	5	(NA)
service as editor of scholarly publications	(0)	1	2	3	4	5	NA
service as editor of newsletter for educational or professional organizations	(0)	1	2	3	4	5	NA

IV. PROFESSIONAL GROWTH (5%)							
Rate evidence of any of the following:							
completed courses or workshops related to teaching area	0	1	2	3	(4)	5	NA
convened conference sessions	(0)	1	2	3	4	(5)	NA
growth initiatives e.g., fellowship, lectureship, study leave	(0)	1	2	3	4	5	NA
member of external evaluation or peer review team(s)	(0)	1	2	3	4	5	NA
member or officer in professional societies/organizations	0	1	2	3	(4)	5	NA
organized conferences/exhibitions	(0)	1	2	3	4	5	NA
peer recognition, including letters of commendation	(0)	1	2	3	4	5	NA

Evaluation of Faculty Member:

V. PLACE AN "X" IN THE APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS:

The faculty member has on file in the offices of the Division Chairperson and the Vice President for Academic Affairs copies of the following:

I.	Office hours for the semester or summer term.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
II.	Syllabus for each course taught during the semester.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
III.	Updated curriculum vitae.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

VI. OVERALL RATING

	Score
I. Teaching (75%)	3.5
II. Service (15%)	1.0
III. Research, Scholarship and Creative Activities (5%)	1.0
IV. Professional Growth (5%)	1.0
Total	4.20

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member:

Dr. Ali is very knowledgeable of his material. He assists students with tutorial after class. He is persistent and insist that all students in his classes succeed and perform to the highest level.




2. Perceived weaknesses of the faculty member:

noticeable weakness is Dr. Ali wants all his students to excel.

3. Professional development and/or recommended actions for improvement.

Dr. Ali should consider publishing articles.

Signatures


 Division Chair

 Vice President for Academic Affairs

 Faculty Member

5/6/2013
 Date

5/2/13
 Date

5-20-13
 Date

5/20/13
 Date

* The faculty member's signature is provided to indicate that the evaluation has been discussed with the Division Chair, but does not necessarily indicate agreement with this evaluation.



TEXAS COLLEGE
DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: [Redacted] Date: 4/12/12 Department: Business Admin
Division Chair: [Redacted] Division: Business and Personal Services

Rate the faculty member on each criterion listed below by circling a number on the scale of 0-5 using the following definitions:

0 - Inadequate 1 - Needs Improvement 2 - Adequate 3 - Good 4 - Very Good 5 - Outstanding NA - Not Applicable

I. TEACHING (75%)

It is my estimation that the above named faculty member:

conducts courses (e.g. content and organization) consistent with the course syllabi	0	1	2	3	4	5	NA
contributes to the development of students' communication skills	0	1	2	3	4	5	NA
demonstrates enthusiasm for the subject matter	0	1	2	3	4	5	NA
explains and discusses the class attendance policy, in each class, at the beginning of each semester	0	1	2	3	4	5	NA
gives students a printed copy of the course outline and/or syllabus, which includes a written statement of class grading policy	0	1	2	3	4	5	NA
gives assignments that are relevant to course objectives	0	1	2	3	4	5	NA
has regular hours posted	0	1	2	3	4	5	NA
includes information or activities geared toward service learning or career exploration	0	1	2	3	4	5	NA
indicates availability to tutor or assist individual students outside of class	0	1	2	3	4	5	NA
introduces students to new ideas and points of view	0	1	2	3	4	5	NA
is persistent in promoting students' interest in the subject matter	0	1	2	3	4	5	NA
is clear and effective in explanations and directions to students	0	1	2	3	4	5	NA
is knowledgeable and competent in the use of a variety of instructional techniques and materials	0	1	2	3	4	5	NA
is well informed and familiar with the subject matter	0	1	2	3	4	5	NA
is available to students during posted office hours and for appointments	0	1	2	3	4	5	NA
is receptive to differing opinions	0	1	2	3	4	5	NA
meets classes on time	0	1	2	3	4	5	NA
meets classes as scheduled	0	1	2	3	4	5	NA
presents subject matter in an interesting way	0	1	2	3	4	5	NA
respects students and treats them with courtesy	0	1	2	3	4	5	NA
shows an interest and desire to help students succeed in class	0	1	2	3	4	5	NA
shows evidence of planning, organization and preparation	0	1	2	3	4	5	NA

Evaluation of Faculty Member:

II. SERVICE (15%)							
The faculty member serves in the following ways:							
advisor/mentor to students or student organization(s)	0	1	2	3	4	5	NA
attends convocations and other required events	0	1	2	3	4	5	NA
initiates mission-related campus activities involving faculty, staff and students	0	1	2	3	4	5	NA
is amenable to committee assignments	0	1	2	3	4	5	NA
is involved in "New Student Orientation"	0	1	2	3	4	5	NA
participates in campus activities outside normal work hours	0	1	2	3	4	5	NA
participates in student recruitment and placement of graduates	0	1	2	3	4	5	NA
participates in college assessment activities	0	1	2	3	4	5	NA
provides or volunteers service to the local community	0	1	2	3	4	5	NA

III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (5%)							
Rate evidence of significant involvement in any of the following:							
articles or publications in unreferenced journals	0	1	2	3	4	5	NA
curriculum design or redesign; development of instructional materials	0	1	2	3	4	5	NA
development and receipt of grants and contracts	0	1	2	3	4	5	NA
discipline related research	0	1	2	3	4	5	NA
participation in juried exhibitions; service as a juror	0	1	2	3	4	5	NA
presentation of concerts, recitals, productions, shows or performances	0	1	2	3	4	5	NA
presentations at state, regional, national conferences	0	1	2	3	4	5	NA
promotion of student involvement in research and creative activities	0	1	2	3	4	5	NA
publication of books	0	1	2	3	4	5	NA
publications in refereed journal	0	1	2	3	4	5	NA
published critical reviews, e.g., operas, movies, ideas, editorials, essays, art, etc.	0	1	2	3	4	5	NA
review of books and articles	0	1	2	3	4	5	NA
service as editor of scholarly publications	0	1	2	3	4	5	NA
service as editor of newsletter for educational or professional organizations	0	1	2	3	4	5	NA

IV. PROFESSIONAL GROWTH (5%)							
Rate evidence of any of the following:							
completed courses or workshops related to teaching area	0	1	2	3	4	5	NA
convened conference sessions	0	1	2	3	4	5	NA
growth initiatives e.g., fellowship, lectureship, study leave	0	1	2	3	4	5	NA
member of external evaluation or peer review team(s)	0	1	2	3	4	5	NA
member or officer in professional societies/organizations	0	1	2	3	4	5	NA
organized conferences/exhibitions	0	1	2	3	4	5	NA
peer recognition, including letters of commendation	0	1	2	3	4	5	NA

Evaluation of Faculty Member:

V. PLACE AN "X" IN THE APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS:

The faculty member has on file in the offices of the Division Chairperson and the Vice President for Academic Affairs copies of the following:

I.	Office hours for the semester or summer term.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
II.	Syllabus for each course taught during the semester.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
III.	Updated curriculum vitae.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

VI. OVERALL RATING

		Score
I.	Teaching (75%)	3.27
II.	Service (15%)	.63
III.	Research, Scholarship and Creative Activities (5%)	.02
IV.	Professional Growth (5%)	0.05
	Total	4.03

VII. RECOMMENDATIONS

- Perceived strengths of the faculty member:
Mr. Ali still remains vital to this department. He is very knowledgeable of every aspect of the Business and Social Science Department. He is very sincere and devoted to Texas College and its students.
- Perceived weaknesses of the faculty member:
No weakness noticed but could do research which in turn could result in publication.
- Professional development and/or recommended actions for improvement.
There are no recommendations at this time.

Signatures

Faculty Member

Division Chair

Vice President for Academic Affairs

President

4/12/2012
Date

4/12/12
Date

4-15-12
Date

7/11
Date

* The faculty member's signature is provided to indicate that the evaluation has been discussed with the Division Chair, but does not necessarily indicate agreement with this evaluation.



TEXAS COLLEGE DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: Barbara Cade Date: 4/21/14 Department: Language Art

Division Chair: [Signature] Division: General Studies and Humanities

Rate the faculty member on each criterion listed below by circling a number on the scale of 0-5 using the following definitions:

0 - Inadequate 1 - Needs Improvement 2 - Adequate 3 - Good 4 - Very Good 5 - Outstanding NA - Not Applicable

I. TEACHING (75%)							
It is my estimation that the above named faculty member:							
conducts courses (e.g. content and organization) consistent with the course syllabi	0	1	2	3	4	(5)	NA
contributes to the development of students' communication skills	0	1	2	3	4	(5)	NA
demonstrates enthusiasm for the subject matter	0	1	2	3	4	(5)	NA
explains and discusses the class attendance policy, in each class, at the beginning of each semester	0	1	2	3	4	(5)	NA
gives students a printed copy of the course outline and/or syllabus, which includes a written statement of class grading policy	0	1	2	3	4	(5)	NA
gives assignments that are relevant to course objectives	0	1	2	3	4	(5)	NA
has regular hours posted	0	1	2	3	4	(5)	NA
includes information or activities geared toward service learning or career exploration	0	1	2	3	(4)	5	NA
indicates availability to tutor or assist individual students outside of class	0	1	2	3	4	(5)	NA
introduces students to new ideas and points of view	0	1	2	3	(4)	5	NA
is persistent in promoting students' interest in the subject matter	0	1	2	3	4	(5)	NA
is clear and effective in explanations and directions to students	0	1	2	3	(4)	5	NA
is knowledgeable and competent in the use of a variety of instructional techniques and materials	0	1	2	3	4	(5)	NA
is well informed and familiar with the subject matter	0	1	2	3	4	(5)	NA
is available to students during posted office hours and for appointments	0	1	2	3	4	(5)	NA
is receptive to differing opinions	0	1	2	3	4	(5)	NA
meets classes on time	0	1	2	3	4	(5)	NA
meets classes as scheduled	0	1	2	3	4	(5)	NA
presents subject matter in an interesting way	0	1	2	3	4	(5)	NA
respects students and treats them with courtesy	0	1	2	3	4	(5)	NA
shows an interest and desire to help students succeed in class	0	1	2	3	(4)	5	NA
shows evidence of planning, organization and preparation	0	1	2	3	(4)	5	NA

3.58

Evaluation of Faculty Member:

II. SERVICE (15%)							
The faculty member serves in the following ways:							
advisor/mentor to students or student organization(s)	0	1	2	3	4	5	NA
attends convocations and other required events	0	1	2	3	4	5	NA
initiates mission-related campus activities involving faculty, staff and students	0	1	2	3	4	5	NA
is amenable to committee assignments	0	1	2	3	4	5	NA
is involved in "New Student Orientation"	0	1	2	3	4	5	NA
participates in campus activities outside normal work hours	0	1	2	3	4	5	NA
participates in student recruitment and placement of graduates	0	1	2	3	4	5	NA
participates in college assessment activities	0	1	2	3	4	5	NA
provides or volunteers service to the local community	0	1	2	3	4	5	NA

0.67

III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (5%)							
Rate evidence of significant involvement in any of the following:							
articles or publications in unreferenced journals	0	1	2	3	4	5	NA
curriculum design or redesign; development of instructional materials	0	1	2	3	4	5	NA
development and receipt of grants and contracts	0	1	2	3	4	5	NA
discipline related research	0	1	2	3	4	5	NA
participation in juried exhibitions; service as a juror	0	1	2	3	4	5	NA
presentation of concerts, recitals, productions, shows or performances <i>International Event</i>	0	1	2	3	4	5	NA
presentations at state, regional, national conferences	0	1	2	3	4	5	NA
promotion of student involvement in research and creative activities	0	1	2	3	4	5	NA
publication of books	0	1	2	3	4	5	NA
publications in refereed journal	0	1	2	3	4	5	NA
published critical reviews, e.g., operas, movies, ideas, editorials, essays, art, etc.	0	1	2	3	4	5	NA
review of books and articles	0	1	2	3	4	5	NA
service as editor of scholarly publications	0	1	2	3	4	5	NA
service as editor of newsletter for educational or professional organizations	0	1	2	3	4	5	NA

0.06

IV. PROFESSIONAL GROWTH (5%)							
Rate evidence of any of the following:							
completed courses or workshops related to teaching area	0	1	2	3	4	5	NA
convened conference sessions	0	1	2	3	4	5	NA
growth initiatives e.g., fellowship, lectureship, study leave	0	1	2	3	4	5	NA
member of external evaluation or peer review team(s)	0	1	2	3	4	5	NA
member or officer in professional societies/organizations	0	1	2	3	4	5	NA

0.028

Evaluation of Faculty Member:

organized conferences/exhibitions	0	1	2	3	4	5	NA
peer recognition, including letters of commendation	0	1	2	3	4	5	NA

V. PLACE AN "X" IN THE APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS:

The faculty member has on file in the offices of the Division Chairperson and the Vice President for Academic Affairs copies of the following:

I.	Office hours for the semester or summer term.	Yes	x	No
II.	Syllabus for each course taught during the semester.	Yes	x	No
III.	Updated curriculum vitae.	Yes	x	No

VI. OVERALL RATING

	Score
I. Teaching (75%)	3.58
II. Service (15%)	0.67
III. Research, Scholarship and Creative Activities (5%)	0.06
IV. Professional Growth (5%)	0.03
Total	4.34

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member:

Mrs. Cade works well with the students and brings new and interesting material for critical thinking to be used in the classroom.


2. Perceived weaknesses of the faculty member:


Mrs. Cade needs to be more organized by utilizing technology that is provided by the institution.


3. Professional development and/or recommended actions for improvement.


It would be beneficial for Mrs. Cade to attend AVID workshops to help students demonstrate scholarly writing.

Signatures *


Faculty Member


Division Chair


Vice President for Academic Affairs


President

4/28/14
Date

4/28/14
Date

5-1-14
Date

6/1/14
Date

* The faculty member's signature is provided to indicate that the evaluation has been discussed with the Division Chair, but does not necessarily indicate agreement with this evaluation.

Texas College
Division of Humanities and General Studies
Student Survey

Spring 2014

[REDACTED] – English Composition II/World Literature

Course Organization	4.64
	4.71
	4.79
Communication	4.86
	4.64
Faculty/Student Interaction	4.79
	4.79
	4.79
Assessment/Exam	4.79
	4.79
Course Outcome	4.79
	4.79
Student Effort	4.71
	4.71
Covered Materials	4.71
Overall	4.79
Technology	4.71
	4.75

Column1	
Mean	4.75
Standard Error	0.01
Median	4.79
Mode	4.79
Standard Deviation	0.06
Sample Variance	0.00
Kurtosis	0.00
Skewness	-0.52
Range	0.21
Minimum	4.64
Maximum	4.86
Sum	80.79
Count	17



TEXAS COLLEGE

DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: Barbara Gade Date: 4/30/13 Department: Language & Lit.
 Division Chair: [Redacted] Division: Humanities & G. Studies

Rate the faculty member on each criterion listed below by circling a number on the scale of 0-5 using the following definitions:

0 - Inadequate 1 - Needs Improvement 2 - Adequate 3 - Good 4 - Very Good 5 - Outstanding NA - Not Applicable

I. TEACHING (75%)								
It is my estimation that the above named faculty member:								
1	conducts courses (e.g. content and organization) consistent with the course syllabi	0	1	2	3	4	5	NA
2	contributes to the development of students' communication skills	0	1	2	3	4	5	NA
3	demonstrates enthusiasm for the subject matter	0	1	2	3	4	5	NA
4	explains and discusses the class attendance policy, in each class, at the beginning of each semester	0	1	2	3	4	5	NA
5	gives students a printed copy of the course outline and/or syllabus, which includes a written statement of class grading policy	0	1	2	3	4	5	NA
6	gives assignments that are relevant to course objectives	0	1	2	3	4	5	NA
7	has regular hours posted	0	1	2	3	4	5	NA
8	includes information or activities geared toward service learning or career exploration	0	1	2	3	4	5	NA
9	indicates availability to tutor or assist individual students outside of class	0	1	2	3	4	5	NA
10	introduces students to new ideas and points of view	0	1	2	3	4	5	NA
11	is persistent in promoting students' interest in the subject matter	0	1	2	3	4	5	NA
12	is clear and effective in explanations and directions to students	0	1	2	3	4	5	NA
13	is knowledgeable and competent in the use of a variety of instructional techniques and materials	0	1	2	3	4	5	NA
14	is well informed and familiar with the subject matter	0	1	2	3	4	5	NA
15	is available to students during posted office hours and for appointments	0	1	2	3	4	5	NA
16	is receptive to differing opinions	0	1	2	3	4	5	NA
17	meets classes on time	0	1	2	3	4	5	NA
18	meets classes as scheduled	0	1	2	3	4	5	NA
19	presents subject matter in an interesting way	0	1	2	3	4	5	NA
20	respects students and treats them with courtesy	0	1	2	3	4	5	NA
21	shows an interest and desire to help students succeed in class	0	1	2	3	4	5	NA
22	shows evidence of planning, organization and preparation	0	1	2	3	4	5	NA

$$4.3 \times .75 = 3.23$$

Evaluation of Faculty Member:

II. SERVICE (15%)

The faculty member serves in the following ways:

1	advisor/mentor to students or student organization(s)	0	1	2	3	4	5	NA
2	attends convocations and other required events	0	1	2	3	4	5	NA
3	initiates mission-related campus activities involving faculty, staff and students <i>International day</i>	0	1	2	3	4	5	NA
4	is amenable to committee assignments	0	1	2	3	4	5	NA
5	is involved in "New Student Orientation"	0	1	2	3	4	5	NA
6	participates in campus activities outside normal work hours	0	1	2	3	4	5	NA
7	participates in student recruitment and placement of graduates	0	1	2	3	4	5	NA
8	participates in college assessment activities	0	1	2	3	4	5	NA
9	provides or volunteers service to the local community	0	1	2	3	4	5	NA

$$3.8 \times 0.15 = 0.57$$

III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (5%)

Rate evidence of significant involvement in any of the following:

1	articles or publications in unrefereed journals	0	1	2	3	4	5	NA
2	curriculum design or redesign; development of instructional materials	0	1	2	3	4	5	NA
3	development and receipt of grants and contracts	0	1	2	3	4	5	NA
4	discipline related research	0	1	2	3	4	5	NA
5	participation in juried exhibitions; service as a juror	0	1	2	3	4	5	NA
6	presentation of concerts, recitals, productions, shows or performances	0	1	2	3	4	5	NA
7	presentations at state, regional, national conferences	0	1	2	3	4	5	NA
8	promotion of student involvement in research and creative activities		1	2		4	5	NA
9	publication of books	0	1	2	3	4	5	NA
10	publications in refereed journal	0	1	2	3	4	5	NA
11	published critical reviews, e.g., operas, movies, ideas, editorials, essays, art, etc.	0	1	2	3	4	5	NA
12	review of books and articles	0	1	2	3	4	5	NA
13	service as editor of scholarly publications	0	1	2	3	4	5	NA
14	service as editor of newsletter for educational or professional organizations	0	1	2	3	4	5	NA

$$0.84 \times 0.05 =$$

$$0.043$$

IV. PROFESSIONAL GROWTH (5%)

Rate evidence of any of the following:

1	completed courses or workshops related to teaching area <i>Teaching Edu. Involvement</i>	0	1	2	3	4	5	NA
2	convened conference sessions	0	1	2	3	4	5	NA
3	growth initiatives e.g., fellowship, lectureship, study leave	0	1	2	3	4	5	NA
4	member of external evaluation or peer review team(s)	0	1	2	3	4	5	NA
5	member or officer in professional societies/organizations <i>AAUP American Ass. U. Professors</i>	0	1	2	3	4	5	NA
6	organized conferences/exhibitions <i>International Day</i>	0	1	2	3	4	5	NA
7	peer recognition, including letters of commendation	0	1	2	3	4	5	NA

$$1.9 \times 0.5 = 0.095$$

Evaluation of Faculty Member:

V. PLACE AN "X" IN THE APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS:

The faculty member has on file in the offices of the Division Chairperson and the Vice President for Academic Affairs copies of the following:

I.	Office hours for the semester or summer term.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
II.	Syllabus for each course taught during the semester.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
III.	Updated curriculum vitae.	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

VI. OVERALL RATING

		Score
I.	Teaching (75%)	3.23
II.	Service (15%)	0.59
III.	Research, Scholarship and Creative Activities (5%)	0.04
IV.	Professional Growth (5%)	0.09
	Total	3.96

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member:


Involve students in more creative writing, Essays


2. Perceived weaknesses of the faculty member:

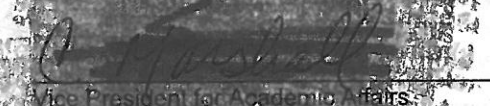
Be more initiative


3. Professional development and/or recommended actions for improvement.

Signatures *


Faculty Member


Division Chair


Vice President for Academic Affairs


Signature

4/30/2013
Date

4/30/13
Date

5-20-13
Date

5/20/13
Date

* The faculty member's signature is provided to indicate that the evaluation has been discussed with the Division Chair, but does not necessarily indicate agreement with this evaluation.

Division of Humanities and General Studies											
Class Evaluation Form	SCORE						TOTAL SCORE AVG	CLASS AVG			
Spring 2013	1	2	3	4	5	NA					
1. Syllabus					8						
2. Time management				2	6						
3. Punctuality				2	6						
4. Clear examples				1	7						
5. Challenging			1	1	6						
6. Discipline			1	1	6						
7. Availability			1	1	6						
8. Respectful				1	7						
9. Exams				2	6						
10. Directions for tests				1	7						
11. Learning				1	7						
12. Engaged in learning				1	7						
13. Effort				1	7						
14. Reading and writing				1	7						
15. Material covered					8						
16. Helpful				2	6						
17. Technology				2	6						
TOTAL SCORE	0	0	9	80	565		38.4706	4.808824			
What could be done to improve this course?											
Score= # of students selecting each score item											
Total Score= # of students in each column multiplied by the score for that column											
Total Score Average = Total Score from columns 1-5 divided by the # of questions											
Class Average = Total Score Average divided by the # of students											

TEXAS COLLEGE

DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: [Redacted]

Date: 4/12/12

Department: Large L 26

Division Chair: [Redacted]

Division: Gen Studs Human

Rate the faculty member on each criterion listed below by circling a number on the scale of 0-5 using the following definition:
 0 - Inadequate 1 - Needs Improvement 2 - Adequate 3 - Good 4 - Very Good 5 - Outstanding NA - Not Applicable

I. TEACHING (75%)

It is my estimation that the above named faculty member:

conducts courses (e.g., content and organization) consistent with the course syllabi.	0	1	2	3	4	5	NA
contributes to the development of students' communication skills.	0	1	2	3	4	5	NA
demonstrates enthusiasm for the subject matter.	0	1	2	3	4	5	NA
explains and discusses the class attendance policy, in each class, at the beginning of each semester.	0	1	2	3	4	5	NA
gives students a printed copy of the course outline and/or syllabus which includes a written statement of class grading policy.	0	1	2	3	4	5	NA
gives assignments that are relevant to course objectives.	0	1	2	3	4	5	NA
has regular office hours posted.	0	1	2	3	4	5	NA
includes information or activities geared toward service learning or career exploration.	0	1	2	3	4	5	NA
indicates availability to tutor or assist individual students outside of class.	0	1	2	3	4	5	NA
introduces students to new ideas and points of view.	0	1	2	3	4	5	NA
is persistent in promoting students' interest in the subject matter.	0	1	2	3	4	5	NA
is clear and effective in explanations and directions to students.	0	1	2	3	4	5	NA
is knowledgeable and competent in the use of a variety of instructional techniques and materials.	0	1	2	3	4	5	NA
is well informed and familiar with the subject matter.	0	1	2	3	4	5	NA
is available to students during posted office hours and for appointments.	0	1	2	3	4	5	NA
is receptive to differing opinions.	0	1	2	3	4	5	NA
meets classes on time.	0	1	2	3	4	5	NA
meets classes as scheduled.	0	1	2	3	4	5	NA
presents subject matter in an interesting way.	0	1	2	3	4	5	NA
respects students and treats them with courtesy.	0	1	2	3	4	5	NA
shows an interest and desire to help students succeed in class.	0	1	2	3	4	5	NA
shows evidence of planning, organization and preparation.	0	1	2	3	4	5	NA

3.75

(22) (15)
8

17 25

II. SERVICE (15%)

The faculty member serves in the following ways:

advisor/mentor to students or student organization(s)	0	1	2	3	4	5	N
attends convocations and other required events	0	1	2	3	4	5	N
initiates mission-related campus activities involving faculty, staff and students	0	1	2	3	4	5	N
is amenable to committee assignments	0	1	2	3	4	5	N
is involved in "New Student Orientation"	0	1	2	3	4	5	N
participates in campus activities outside normal work hours	0	1	2	3	4	5	N
participates in student recruitment and placement of graduates	0	1	2	3	4	5	N
participates in College assessment activities	0	1	2	3	4	5	N
provides or volunteers service to the local community	0	1	2	3	4	5	N

549 366 (1)(8)

III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (5%)

Rate evidence of significant involvement in any of the following:

articles or publications in unrefereed journals	0	1	2	3	4	5	NA
curriculum design or redesign; development of instructional materials	0	1	2	3	4	5	NA
development and receipt of grants and contracts	0	1	2	3	4	5	NA
discipline related research	0	1	2	3	4	5	NA
participation in juried exhibitions; service as a juror	0	1	2	3	4	5	NA
presentation of concerts, recitals, productions, shows or performances	0	1	2	3	4	5	NA
presentations at state, regional, national conferences	0	1	2	3	4	5	NA
promotion of student involvement in research and creative activities	0	1	2	3	4	5	NA
publication of books	0	1	2	3	4	5	NA
publications in refereed journal	0	1	2	3	4	5	NA
published critical reviews, e.g., operas, movies, ideas, editorials, essays, art, etc.	0	1	2	3	4	5	NA
review of books and articles	0	1	2	3	4	5	NA
service as editor of scholarly publications	0	1	2	3	4	5	NA
service as editor of newsletter for educational or professional organizations	0	1	2	3	4	5	NA

102035 4667 (5)(3)(6)(1)

IV. PROFESSIONAL GROWTH (5%)

Rate evidence of any of the following:

completed courses or workshops related to teaching area	0	1	2	3	4	5	NA
convened conference sessions	0	1	2	3	4	5	NA
growth initiatives e.g., fellowship, lectureship, study leave	0	1	2	3	4	5	NA
member of external evaluation or peer review team(s)	0	1	2	3	4	5	NA
member or officer in professional societies/organizations	0	1	2	3	4	5	NA
organized conferences/exhibitions	0	1	2	3	4	5	NA
peer recognition, including letters of commendation	0	1	2	3	4	5	NA

102 3 4

V. PLACE AN "X" IN THE APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS.

The faculty member has on file in the offices of the Division Chairperson and the Vice President for Academic Affairs copies of the following:

- | | |
|---|--|
| 1. Office hours for the semester or summer term. | Yes <input checked="" type="checkbox"/> No () |
| 2. Syllabus for each course taught during the semester. | Yes <input checked="" type="checkbox"/> No () |
| 3. Updated curriculum vitae. | Yes <input checked="" type="checkbox"/> No () |

VI. OVERALL RATING

I.	Teaching (75%)	Score
II.	Service (15%)	3.75
III.	Research, Scholarship and Creative Activities (5%)	5.00
IV.	Professional Growth (5%)	0.20
TOTAL		4.339

VII. RECOMMENDATIONS

- Perceived strengths of the faculty member:
comfortable w/ education, large #s of students in fulfilling their student learning outcomes. Very available to students.
- Perceived weaknesses of the faculty member:
More attention to details. Producing administrative details on time.
- Professional development and/or other recommended actions for improvement:
Finished 2nd Masters (Univ. of Glasgow) in Scottish Literature. Going to AVID workshops.

Signatures

[Signature]
Faculty Member

[Signature]
Division Chair

[Signature]
Vice President for Academic Affairs

[Signature]
President

4/10/2012
Date

4/17/2012
Date

5/1/12
Date

7/10
Date

HUMAN RESOURCES USE ONLY

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

*The faculty member's signature is provided to indicate that the evaluation has been discussed with the Division Chair, but does not necessarily indicate agreement with this evaluation.

4/2/2012

Mrs. Barbara Cade,

Mrs. Cade is one of our most popular teachers with students. Her ability to teach complex subjects is excellent, and the students know that she has a lot to offer, so her total pass rate is higher than most (as high as 95%, 94%, 92 81% for 2 courses, etc). She is a great asset to our teaching faculty.. Like many faculty Mrs. Cade is still learning JICS, but is competent in its usage.

	A	B	C	D	F	W	I	Total	% Fail	% of W and I	Total % Pass
Eng. Comp. I (47)	15 (34%)	11 (25%)	9 (20%)	3 (2%)	8 (18%)	1 (1%)	0 (0%)	47	18%	1%	81%
Eng. Comp. II (16)	8 (50%)	2 (12%)	1 (6%)	0 (0%)	3 (19%)	0 (0%)	2 (13%)	16	19%	13%	68%
Wor. Lit. I, Sec. 1 (40)	14 (35%)	12 (30%)	10 (25%)	2 (5%)	0 (0%)	2 (5%)	0 (0%)	40	0%	5%	95%
Wor. Lit. I, Sec. 2 (34)	9 (30%)	12 (35%)	8 (25%)	1 (4%)	4 (6%)	0	0	34	6%	0%	94%
Amer. Lit. I (16)	5 (30%)	4 (25%)	3 (20%)	0 (0%)	1 (9%)	1 (9%)	2 (7%)	16	9%	16%	75%
Total	46 (30%)	37 (25%)	28 (20%)	6 (6%)	15 (10%)	3 (5%)	2 (4%)	153	10%	9%	81%

*Percentages are approximate

Out of 153 students, 81% received a D or higher and passed, 10 % received an F and 9% received I's or W's.

Fall Classes – 2011 Grade distribution list for Barbara Cade

Classes included: English Composition I, English Composition II, World Literature I (two sections) and American Literature I

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name [REDACTED] S.S.N. On File

Date Hired 1/2013 Date Last Promoted N/A Budget Code 1010

Job Title Switchboard Operator Evaluation Period: From 5/1/2013 to 4/30/2014

Department Business/Finance Immediate Supervisor Walter Mosley

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)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

[REDACTED] has pleasing voice and personality on the phone. [REDACTED] proved to be a valuable backup for the cashier position. [REDACTED] seeks additional responsibilities. [REDACTED] will complete her Bachelor's degree in May 2015.

(Continue on separate sheet if necessary)

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

Business/Finance Department 4/22/2014 [REDACTED]
Date Signature of Immediate Supervisor

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

My comments:

(Continue on separate sheet if necessary)

4/23/2014
Date

[REDACTED]
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

5/8/15
Date

[REDACTED]
Signature of Vice President

President's Comments:

continued employment

Instructions to Human Resources:

[REDACTED]
Date

[REDACTED]
Signature of President

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 Patricia Jefferson S.S.N. On File

Date Hired _____ Date Last Promoted N/A Budget Code 1010

Job Title Switchboard Operator Evaluation Period: From 5/1/2012 to 4/30/2013

Department Business/Finance Immediate Supervisor Walter Mosley

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)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

[REDACTED] has pleasing voice and personality on the phone. [REDACTED] proved to be a valuable backup for the cashier position. [REDACTED] seeks additional responsibilities.

(Continue on separate sheet if necessary)

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

Business/Finance
Department

5/01/2013

Date

Signature of Immediate Supervisor

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

My comments:

(Continue on separate sheet if necessary)

5/1/2013

Date

Signature of Employee

Vice President's Comments and Recommendations:

would like to see her take on more Responsibility at the front window.

(Continue on separate sheet if necessary)

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

5/1/13

Date

Signature of Vice President

President's Comments:

Instructions to Human Resources:

Continuation agreed

5/20/13

Date

Signature of President

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

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)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

[REDACTED] has pleasing voice and personality on the phone. I will seek more ways to utilize her talents in the future.

(Continue on separate sheet if necessary)

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

Business/Finance

4/25/2012

Department

Date

Signature of Immediate Supervisor [REDACTED]

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

My comments:

I would like to get more involved in the Business & Finance Department. I look forward to assuming more responsibilities and acquiring training to enhance my performance as a skillful, professional employee within the institution.

(Continue on separate sheet if necessary)

4/25/2012

Date

Signature of Employee [REDACTED]

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

4/26/12

Date

Signature of Vice President [REDACTED]

President's Comments:

Instructions to Human Resources:

7.11.12
Date

[REDACTED]
Signature of President

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 Monica Martinez S.S.N. On File

Date Hired _____ Date Last Promoted N/A Budget Code _____

Job Title Housekeeper Evaluation Period: From 1/01/2013 to 2-28-2014

Department Physical Plant Immediate Supervisor Roland Brackens

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:

Monica is above standard expectations and is very thorough in her job responsibilities Monica has exceptional attendance and is very responsible. She works very independent and follows directions as instructed, whatever is needed best to perform her job. I recommend a salary increase of 1.00 per hour for her hard work and commitment.

(Continue on separate sheet if necessary)

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

Physical Plant

2-28-2014

Department

Date

Signature of Immediate Supervisor

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

My comments:

(Continue on separate sheet if necessary)

2-28-14

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

5/14/14

Date

Signature of Vice President

President's Comments:

Instructions to Human Resources:

continued current only

5/14/14

Date

Signature of President

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 Mónica Martínez S.S.N. 612-14-6309
 Date Hired 07-3-2006 Date Last Promoted _____ Budget Code _____
 Job Title Hosekeeper Evaluation Period: From 7-01-12 to 05-06-13
 Department Fiscal Plant Immediate Supervisor Paula Roland
 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:

Average worker.

(Continue on separate sheet if necessary)

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

Physical Plant

Department

5-6-2013

Date

Signature of Immediate Supervisor

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

My comments:

NO Comments

(Continue on separate sheet if necessary)

05-06-13

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

5/6/13

Date

Signature of Vice President

President's Comments:

Instructions to Human Resources:

Date

Signature of President

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 Monica Martinez S.S.N. _____

Date Hired _____ Date Last Promoted _____ Budget Code _____

Job Title Housekeeper Evaluation Period: From 7/1/11 to 4/12/12

Department Physical Plant Immediate Supervisor James Hargrave

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
				✓				Ability to handle multiple tasks
			✓					Ability to meet deadlines
			✓					Ability to work without close supervision
			✓					Acceptance and use of criticism
			✓					Accuracy in checking for and correcting errors
			✓					Alertness
			✓					Consistency in checking for and correcting errors
			✓					Consistently observes institutional policies and procedures
	✓							Dependability
			✓					Ease of learning new techniques and procedures
			✓					Initiative
			✓					Judgment and ability to make decisions
			✓					Neatness and orderliness of work/thoroughness
			✓					Quantity of work output
	✓							Reports to work on time
	✓							Self-control and courtesy in dealing with others
				✓				Understands and uses appropriate technology
	✓							Willingness to do work assigned
				✓				Written communication skills
								PERSONAL QUALITIES
				✓				Capacity for independent thought and planning
					✓			Demonstrates ability to direct or manage
					✓			Demonstrates supervisory ability
	✓							Exhibits honesty and integrity
			✓					Imaginative contributions
			✓					Leadership
	✓							Loyalty
	✓							Oral communication skills
	✓							Professional appearance/grooming
	✓							Seeks self-improvement/professional development
	✓							Sense of responsibility
	✓							Staff relationships (when applicable)
	✓							Student relationships (when applicable)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

Employee needs to pay attention to detail, And complete Assigned tasks in a timely manner

(Continue on separate sheet if necessary)

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

Phy Plant
 Department

4-12-12
 Date

[Signature]
 Signature of Immediate Supervisor

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

My comments:

(Continue on separate sheet if necessary)

4-25-12
 Date

[Signature]
 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

4/25/12
 Date

[Signature]
 Signature of Vice President

President's Comments:

Instructions to Human Resources:

2.11.14
 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: LaTrese Moore

S.S.N. On File

Date Hired: 10/2008

Date Last Promoted: _____ Budget Code: _____

Job Title: Administrative Assistant

Evaluation Period: From 8/13 to 5/14

Department: Student Affairs

Immediate Supervisor: Willie Champion

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 <i>(when applicable)</i>
	X							Student relationships <i>(when applicable)</i>

SUMMARY STATEMENT

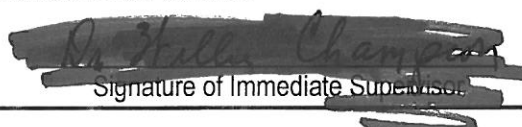
Supervisor's Comments and Recommendations:

In this position you have conducted yourself in a mature manner when dealing with students. This position extends beyond the traditional role of typing memos and answering phones. You have demonstrated the ability to not only manage the schedule and planning events of this office. You also understand that students are important customers. She reflect our customer service vision with faculty as well as with students.

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

Student Affairs
Department

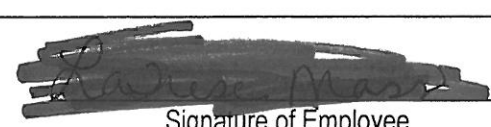
4/29/2014
Date


Signature of Immediate Supervisor

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

My comments:

5/1/14
Date


Signature of Employee

Vice President's Comments and Recommendations:

See Supervisor Comments above

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

4/29/2014
Date

Signature of Vice President

President's Comments:

continued employment

Instructions to Human Resources:

5/16/14
Date


Signature of President

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name JaTresha M. [REDACTED]

S.S.N. On File

Date Hired 10/2008

Date Last Promoted _____

Budget Code _____

Job Title Administrative Assistant

Evaluation Period: From 09/12 to 5/13

Department Student Affairs

Immediate Supervisor [REDACTED]

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:

In this position you have conducted yourself in a mature manner when dealing with students. This position extends beyond the traditional role of typing memos and answering phones. You have demonstrated the ability to not only manage the schedule and planning events of this office you also demonstrate a positive and unique ability with customer relations with students, faculty, staff and community at large.

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

Student Affairs
Department

4/25/2013
Date

Dr. Shellee Champion
Signature of Immediate Supervisor

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

My comments:

4-25-13
Date

Raquel Mason
Signature of Employee

Vice President's Comments and Recommendations:

See Supervisor Comments above

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

4/25/2013
Date

Dr. Shellee Champion
Signature of Vice President

President's Comments:

Instructions to Human Resources:

continuation

5/20/13
Date

[Signature]
Signature of President

HUMAN RESOURCES USE ONLY

Exit Data

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: Latrese Mass S.S.N. On File
 Date Hired On File Date Last Promoted _____ Budget Code _____
 Job Title Secretary, Office Manager Evaluation Period: From 06-2011 to 05-2012
 Department Copy Center Immediate Supervisor Christie Howard
 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:

Ms. Mass overall performance in the Copy Center is good. She has demonstrated vast improvement over the academic year. She manages the Offices of Public Relations and Development along with Copy Center with ease. She has wonderful proofing skills that have proven to be valuable to the department. Great at keeping records, she has organized departmental requisitions and other items necessary for Institutional Effectiveness documentation. Her willingness to lend a hand in projects has made it possible for or offices to facilitate multiple projects at once. I have learned that _____ does not work well under tremendous pressure. But we have done much better in planning print project and adhering to necessary turnaround times.

(Continue on separate sheet if necessary)

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

Public Relations
 Department

5/1/2012
 Date

[Signature]
 Signature of Immediate Supervisor

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

My comments:

(Continue on separate sheet if necessary)

5/11/2012
 Date

[Signature]
 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:

Re assigned to Public Affairs unit

Instructions to Human Resources:

7.11.12
 Date

[Signature]
 Signature of President

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 Ruby Smith S.S.N. On File
 Date Hired 7/2011 Date Last Promoted N/A Budget Code 1010
 Job Title Cashier / Bookstore Evaluation Period: From 5/1/2013 to 4/30/2014
 Department Business/Finance Immediate Supervisor Walter Mosley
 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 <i>(when applicable)</i>
	X							Student relationships <i>(when applicable)</i>

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

_____ should continue to improve EXCEL and Jenzabar skills. _____ should trust her judgment more at times. Ms. Smith has proved to be a valuable asset in financial aid reconciliation tasks. _____ works well with all levels of staff and students. Ms. Smith exhibits a willingness to learn new tasks, but at times exhibits a fear of moving out of her comfort zone.

(Continue on separate sheet if necessary)

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

Business/Finance

Department

4/22/2014

Date

Signature of Immediate Supervisor

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

My comments:

It is my goal to work on being more confident in decisions and communication with customers within the general operations of the Business Office area. To learn from others important tasks and strengths to improve my skills. To evaluate myself and work to correct any issues or shortcomings. Seek more training opportunities in areas I need improvement. Take critiques and make improvements.

(Continue on separate sheet if necessary)

4/23/2014

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

5/8/14

Date

Signature of Vice President

President's Comments:

continued employment and

Instructions to Human Resources:

5/16/14

Date

Signature of President

HUMAN RESOURCES USE ONLY

Exit Data

Date Received

Positions Held

Dates Employed

Separation Date

_____ Date Filed

_____ Initials

Re _____ for Separation _____

Date Final Paycheck Issued _____

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

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)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

_____ should continue to improve EXCEL and Jenzabar skills. _____ should trust her judgment more at times. Ms. Smith has proved to be a valuable asset in financial aid reconciliation tasks. _____ works well with all levels of staff and students. Ms. Smith has exhibited considerable leadership skills.

(Continue on separate sheet if necessary)

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

Business/Finance Department 4/30/2013 Date Signature of Immediate Supervisor _____

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

My comments:

I am grateful for the opportunity to provide customer service to the institution and welcome all comments to help in my skills improvement. Prepared to learn as much as I possibly can.

(Continue on separate sheet if necessary)

5/1/2013 Date Signature of Employee _____

Vice President's Comments and Recommendations:

Does an excellent job, great attitude, good and dependable worker.

(Continue on separate sheet if necessary)

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

5/1/13 Date Signature of Vice President _____

President's Comments:

Instructions to Human Resources:

Continuation approved
5/20/13 Date

Signature of President _____

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name S.S.N. On File

Date Hired 7/2011 Date Last Promoted N/A Budget Code

Job Title Cashier / Bookstore Evaluation Period: From 7/2011 to 4/2012

Department Business/Finance Immediate Supervisor Walter Mosley

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)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations:

[Redacted] will be scheduled for EXCEL and Jenzabar training during FY2013. [Redacted] works well with all levels of staff and students and has shown an ability to diffuse situations with her personality. [Redacted] has accepted leadership roles in closing and coordinating grill inventory stocking.

(Continue on separate sheet if necessary)

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

Business/Finance

4/25/2012

Department

Date

Signature of Immediate Supervisor [Redacted]

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

My comments:

I understand that I need to obtain more knowledge in Excel. I must learn and be more confident in information given to the students. To rely more on the knowledge I have gained to accomplish my daily tasks. To take more of an initiative on learning what is expected of me by my supervisor when time permits. To utilize my time always in a productive manner to achieve growth.

(Continue on separate sheet if necessary)

4/30/12

Date

Signature of Employee [Redacted]

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

4/30/12

Date

Signature of Vice President [Redacted]

President's Comments:

Instructions to Human Resources:

4.11.12

7.11.12
Date

~~Signature~~ ~~Ident~~

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: Christie Howard S.S.N.: On File

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

Job Title: Public Relations Coordinator Evaluation Period: From July 1, 2011 to June 30, 2012

Department: Institutional Advancement Immediate Supervisor: Dr. Dwight J. Penell

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 joy to have [redacted] and her talents on staff.

(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 Immediate Supervisor

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

My comments:

(Continue on separate sheet if necessary)

5/14/2012
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

Signature of President

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: [REDACTED] S.S.N.: On File

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

Job Title: Public Relations Coordinator Evaluation Period: From 2013 to 2014

Department: Institutional Advancement Immediate Supervisor: [REDACTED]

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)

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: Christie Howard S.S.N.: On File

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

Job Title: Public Relations Coordinator Evaluation Period: From July 1, 2012 to June 30, 2013

Department: Institutional Advancement Immediate Supervisor: Dr. David R. Smith

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 important for [redacted] to become more accurate with checking for and correcting errors in crucial documents for the College. Additionally, we are pleased to have [redacted] rejoin the College after her "break" in employment (approximately one month).

(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 Immediate Supervisor

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

My comments:

(Continue on separate sheet if necessary)

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

Signature of President

HUMAN RESOURCES USE ONLY

Exit Data

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

Attachment 3.2.9-B: Employment
Contracts (redacted) of Appointments of
Evaluated Personnel



TEXAS COLLEGE

2404 North Grand Avenue
Tyler, Texas 75702

Attachment 3.2.9-B – Employment
Contracts (redacted) of
Appointments of Evaluated
Personnel

Phone: 903-593-8311, ext. 2270
Fax: 903-593-0588
www.texascollege.edu

Office of the President

May 9, 2014

[Redacted]
[Redacted]
[Redacted]
[Redacted]

Dear [Redacted]:

I am pleased to confirm your employment with Texas College for the position of **Associate Professor of Accounting / Division Chair of Business & Social Sciences** effective August 1, 2014 - May 31, 2015. Your base salary is \$4,136.70 per month. In addition, you will receive a [Redacted] stipend for the Division Chair position, payable one-half at the end of the fall and spring semesters. Your responsibilities will be determined by the Vice President of the department in which you are assigned to work, and in instances where clarity in interpretation of policies relating to academic personnel as compared with non-academic personnel is needed, the policies for regular staff as published in the Texas College Employee Handbook shall have precedence.

Please keep in mind that your employment at Texas College is "at will" as that term is defined in the Texas College Employee Handbook and under Texas law. More specifically, your employment at Texas College can be terminated with or without cause, and with or without notice, at any time, at the option of Texas College (except as otherwise provided by law). As an employee of Texas College, one of your responsibilities is to carefully review the contents of the Texas College Employee Handbook. If you have any questions regarding the contents of the handbook, please contact the Human Resources Director for any needed clarification.

Please indicate your acceptance of employment and the terms and conditions set forth herein by signing this letter where indicated below and returning to the Office of Human Resources by **Friday, May 23, 2014**.

Should you have any questions pertaining to your employment or employment responsibilities, please discuss them with the Vice-President of the department to which you are assigned. I look forward to a very productive and gratifying professional relationship.

Sincerely,

Dwight J. Fennell
President

cc: Director of Human Resources

☒ I accept the terms of the appointment as set forth herein.
☐ I do not accept the terms of this appointment.

[Redacted Signature]
Signature

6/3/2014
Date

"Expanding The Vision...Come Grow With Us!"



TEXAS COLLEGE

2404 North Grand Avenue
Tyler, Texas 75702

Phone: 903-593-8311, ext. 2270
Fax: 903-593-0588
www.texascollege.edu

Office of the President

May 9, 2014

Ms. Barbara Cade
P.O. Box 816
Chandler, TX 75718

Dear Ms. Cade:


I am pleased to confirm your employment with Texas College for the position of **Instructor of English** effective August 11, 2014 - May 8, 2015. Your base salary is ~~12,000~~ per month. Your responsibilities will be determined by the Vice President of the department in which you are assigned to work, and in instances where clarity in interpretation of policies relating to academic personnel as compared with non-academic personnel is needed, the policies for regular staff as published in the **Texas College Employee Handbook** shall have precedence.

Please keep in mind that your employment at Texas College is "at will" as that term is defined in the Texas College Employee Handbook and under Texas law. More specifically, your employment at Texas College can be terminated with or without cause, and with or without notice, at any time, at the option of Texas College (except as otherwise provided by law). As an employee of Texas College, one of your responsibilities is to carefully review the contents of the Texas College Employee Handbook. If you have any questions regarding the contents of the handbook, please contact the Human Resources Director for any needed clarification.

Please indicate your acceptance of employment and the terms and conditions set forth herein by signing this letter where indicated below and returning it to the Office of Human Resources by **Friday, May 23, 2014**.

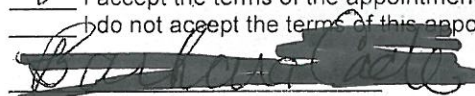
Should you have any questions pertaining to your employment or employment responsibilities, please discuss them with the Vice-President of the department to which you are assigned. I look forward to a very productive and gratifying professional relationship.

Sincerely,


Dwight J. Fennell
President

cc: Director of Human Resources

☒ I accept the terms of the appointment as set forth herein.
☐ I do not accept the terms of this appointment.


Signature

5/19/2014
Date

"Expanding The Vision...Come Grow With Us!"



TEXAS COLLEGE

2404 North Grand Avenue
Tyler, Texas 75702
Mailing Address: P. O. Box 4500, Tyler, TX 75712

Phone: 903-593-8311, ext. 2270
Fax: 903-593-0588
www.texascollege.edu

Office of the President

June 6, 2012

Mrs. La [redacted]
P.O. Box 9000
Tyler, TX 75711

Dear Mrs. [redacted]:

I am pleased to confirm your employment with Texas College for the position of Administrative Assistant – Student Affairs effective June 11, 2012. Your base salary is \$11.00 per hour. Your responsibilities will be determined by the Vice President of the department, in which you are assigned to work, and you will be governed by the policies and guidelines set forth in the Texas College Employee Handbook.

This letter is not to be construed as a contract for employment or guarantee of employment for any amount of time. Please keep in mind that your employment at Texas College is "at will" as that term is defined in the Texas College Employee Handbook and under Texas law. More specifically, your employment at Texas College can be terminated with or without cause, and with or without notice, at any time, at the option of Texas College (except as otherwise provided by law). As an employee of Texas College, one of your responsibilities is to carefully review the contents of the Texas College Employee Handbook. If you have any questions regarding the contents of the handbook, please contact the Human Resources Director for any needed clarification.

In conjunction with your employment at Texas College, no records or written correspondence should be removed from the Texas College premises. The college requires strict confidentiality with respect to any documentation or information prepared or reviewed by you during your employment at Texas College. If an employee violates this policy, he or she may be subjected to any appropriate legal action. In addition, any property belonging to the college must be returned upon departure. If this policy is not adhered to, the college has the right to withhold the last payroll check and any vacation pay until the property is returned or the debt satisfied.

Please indicate your acceptance of employment and the terms and conditions set forth herein by signing this letter where indicated below and returning to the Human Resources Office.

Should you have any questions pertaining to your employment or employment responsibilities, please discuss them with the Vice-President of the department to which you are assigned. I look forward to a very productive and gratifying professional relationship.

Sincerely,

[redacted signature]
Dwight G. Fennell
President

cc: Human Resource Manager

☒ I accept the terms of the appointment as set forth herein.
☐ I do not accept the terms of this appointment

[redacted signature]
Signature

6-11-12
Date



TEXAS COLLEGE

2404 North Grand Avenue
Tyler, Texas 75702
Mailing Address: P. O. Box 4500, Tyler, TX 75712

Phone: 903-593-8311, ext. 2270
Fax: 903-593-0588
www.texascollege.edu

Office of the President

June 30, 2011

M. [REDACTED]
1100 [REDACTED] Street
Tyler, TX 75701

Dear [REDACTED]:

I am pleased to confirm your employment with Texas College for the position of **Bookstore Manager/Accounts Receivable Clerk** effective July 18, 2011. Your base salary is [REDACTED] per month. Your responsibilities will be determined by the Vice President of the department, in which you are assigned to work, and you will be governed by the policies and guidelines set forth in the **Texas College Employee Handbook**.

Please keep in mind that your employment at Texas College is "at will" as that term is defined in the Texas College Employee Handbook and under Texas law. More specifically, your employment at Texas College can be terminated with or without cause, and with or without notice, at any time, at the option of Texas College (except as otherwise provided by law). As an employee of Texas College, one of your responsibilities is to carefully review the contents of the Texas College Employee Handbook. If you have any questions regarding the contents of the handbook, please contact the Human Resources Director for any needed clarification.

In conjunction with your employment at Texas College, no records or written correspondence should be removed from the Texas College premises. The college requires strict confidentiality with respect to any documentation or information prepared or reviewed by you during your employment at Texas College. If an employee violates this policy, he or she may be subjected to any appropriate legal action. In addition, any property belonging to the college must be returned upon departure. If this policy is not adhered to, the college has the right to withhold the last payroll check and any vacation pay until the property is returned or the debt satisfied.

Please indicate your acceptance of employment and the terms and conditions set forth herein by signing this letter where indicated below and returning to the Human Resources Office.

Should you have any questions pertaining to your employment or employment responsibilities, please discuss them with the Vice-President of the department to which you are assigned. I look forward to a very productive and gratifying professional relationship.

Sincerely,

[REDACTED]
[REDACTED]
[REDACTED]
Dwight J. Fennell
President

cc: Human Resource Manager

☒ I accept the terms of the appointment as set forth herein.
☐ I do not accept the terms of this appointment

[REDACTED]
Signature

7-3-11
Date



TEXAS COLLEGE

2404 North Grand Avenue

Tyler, Texas 75702

Mailing Address: P. O. Box 4500, Tyler, TX 75712

Phone: 903-593-0311, ext. 2270

Fax: 903-593-0588

www.texascollege.edu

Office of the President

June 1, 2010

Ms. [REDACTED]
[REDACTED]
[REDACTED]

Dear Ms. [REDACTED]:

I am pleased to confirm your employment with Texas College for the position of **Public Relations Coordinator** effective July 5, 2010. Your base salary is [REDACTED]. Your responsibilities will be determined by the Vice President of the department, in which you are assigned to work, and you will be governed by the policies and guidelines set forth in the Texas College Employee Handbook.

Please keep in mind that your employment at Texas College is "at will" as that term is defined in the Texas College Employee Handbook and under Texas law. More specifically, your employment at Texas College can be terminated with or without cause, and with or without notice, at any time, at the option of Texas College (except as otherwise provided by law). As an employee of Texas College, one of your responsibilities is to carefully review the contents of the Texas College Employee Handbook. If you have any questions regarding the contents of the handbook, please contact the Human Resources Director for any needed clarification.

In conjunction with your employment at Texas College, no records or written correspondence should be removed from the Texas College premises. The college requires strict confidentiality with respect to any documentation or information prepared or reviewed by you during your employment at Texas College. If an employee violates this policy, he or she may be subjected to any appropriate legal action. In addition, any property belonging to the college must be returned upon departure. If this policy is not adhered to, the college has the right to withhold the last payroll check and any vacation pay until the property is returned or the debt satisfied.

Please indicate your acceptance of employment and the terms and conditions set forth herein by signing this letter where indicated below and returning to the Human Resources Office by **June 15, 2010**.

Should you have any questions pertaining to your employment or employment responsibilities, please discuss them with the Vice-President of the department to which you are assigned. I look forward to a very productive and gratifying professional relationship.

Sincerely,

[REDACTED]

Dr. [REDACTED]
President

cc: Human Resource Manager

☒ I accept the terms of the appointment as set forth herein.
☐ I do not accept the terms of this appointment

[REDACTED]
Signature

6/14/2010
Date

"Expanding The Vision...Come Grow With Us!"



TEXAS COLLEGE

2404 North Grand Avenue
Tyler, Texas 75702
Mailing Address: P. O. Box 4500, Tyler, TX 75712

Phone: 903-593-8311, ext. 2270
Fax: 903-593-0588
www.texascollege.edu

Office of the President

November 2, 2011

Mr. Felicia Jefferson
5624 Old Bullard Rd. #237
Tyler, TX 75703

Dear Mr. Jefferson:

I am pleased to confirm your employment with Texas College for the position of **Switchboard Operator** effective November 2, 2011. Your base salary is \$11.00 per hour. Your responsibilities will be determined by the Vice President of the department, in which you are assigned to work, and you will be governed by the policies and guidelines set forth in the **Texas College Employee Handbook**.

This letter is not to be construed as a contract for employment or guarantee of employment for any amount of time. Please keep in mind that your employment at Texas College is "at will" as that term is defined in the Texas College Employee Handbook and under Texas law. More specifically, your employment at Texas College can be terminated with or without cause, and with or without notice, at any time, at the option of Texas College (except as otherwise provided by law). As an employee of Texas College, one of your responsibilities is to carefully review the contents of the Texas College Employee Handbook. If you have any questions regarding the contents of the handbook, please contact the Human Resources Director for any needed clarification.

In conjunction with your employment at Texas College, no records or written correspondence should be removed from the Texas College premises. The college requires strict confidentiality with respect to any documentation or information prepared or reviewed by you during your employment at Texas College. If an employee violates this policy, he or she may be subjected to any appropriate legal action. In addition, any property belonging to the college must be returned upon departure. If this policy is not adhered to, the college has the right to withhold the last payroll check and any vacation pay until the property is returned or the debt satisfied.

Please indicate your acceptance of employment and the terms and conditions set forth herein by signing this letter where indicated below and returning to the Human Resources Office.

Should you have any questions pertaining to your employment or employment responsibilities, please discuss them with the Vice-President of the department to which you are assigned. I look forward to a very productive and gratifying professional relationship.

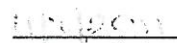
Sincerely,


William J. Fennell
President

cc: Human Resource Manager

☒ I accept the terms of the appointment as set forth herein.
☐ I do not accept the terms of this appointment


Signature


Date



TEXAS COLLEGE

2404 North Grand Avenue
Post Office Box 4500
Tyler, Texas 75702-4500

Phone: (903) 593-8311
www.texascollege.edu

September 5, 2007

Ms. [REDACTED]
1712 W. 24th St.
Tyler, TX 75702

Dear Ms. [REDACTED]:

I am pleased to confirm your employment with Texas College for the position of **Housekeeper** effective [REDACTED]. Your base salary is [REDACTED]. Your responsibilities will be determined by the Vice President of the department, in which you are assigned to work, and you will be governed by the policies and guidelines set forth in the Texas College Employee Handbook.

Please keep in mind that your employment at Texas College is "at will" as that term is defined in the Texas College Employee Handbook and under Texas law. More specifically, your employment at Texas College can be terminated with or without cause, and with or without notice, at any time, at the option of Texas College (except as otherwise provided by law). Grounds for termination may include, but are not limited to, reduction in force due to financial exigency, one or more violations of established policies and procedures as set forth in the employee handbook, substandard performance, or the failure to perform any agreement, duty, or obligation required by your departmental Vice-President.

In conjunction with your employment at Texas College, no records or written correspondence should be removed from the Texas College premises. The college requires strict confidentiality with respect to any documentation or information prepared or reviewed by you during your employment at Texas College. If an employee violates this policy, he or she may be subjected to any appropriate legal action. In addition, any property belonging to the college must be returned upon departure. If this policy is not adhered to, the college has the right to withhold the last payroll check and any vacation pay until the property is returned or the debt satisfied.

Please indicate your acceptance of employment and the terms and conditions set forth herein by signing this letter where indicated below and returning to the Human Resources Office.

Should you have any questions pertaining to your employment or employment responsibilities, please discuss them with the Vice-President of the department to which you are assigned. I look forward to a very productive and gratifying professional relationship.

Sincerely,

[REDACTED]
Bill C. Hawkins
President

cc: Vice President for Academic Affairs
Human Resource Manager

☒ I accept the terms of the appointment as set forth herein.
☐ I do not accept the terms of this appointment

[REDACTED]
Signature

[REDACTED]
Date