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, parttime, 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 Three Years 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	Date:	4/14/14	Department: Busines
Division Chair:	-Division:	Business +	Docal Drences

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 S - Outstanding NA - Not Applicable

I. TEACHING (75%)	X. 9		14				
It is my estimation that the above named faculty member:	7	,					
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	6	NA
gives assignments that are relevant to course objectives	0	1	2	3	4	3	NA
has regular hours posted	0	1	2	3	4	0	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	P	5	NA
is persistent in promoting students' interest in the subject matter	0	1	2	3	4	©	NA
is clear and effective in explanations and directions to students	0	1	2	3	(A)	5	NA
is knowledgeable and competent in the use of a variety of instructional techniques and materials	0	1	2	3	4	6	, NA
is well informed and familiar with the subject matter	0	1	2	3	4	<i>(</i> 5)	NA
is available to students during posted office hours and for appointments	0	1	2	3	4	6)	NA
is receptive to differing opinions	0	1	2	3	(4)	5	ŇA
meets classes on time	0-	1_	2	3	4	(3)	NA
meets classes as scheduled	0	1	2	3	4	6)	NA
presents subject matter in an interesting way	0	1	2	3	(d)	5	NA
respects students and treats them with courtesy	0	1	2	3	4	6	NA
shows an interest and desire to help students succeed in class	0	1	2	3	4	B	NA
shows evidence of planning, organization and preparation	0	1	2	3	4	B	NA

Evaluation of Faculty Member:

II. SERVICE (15%)					e-		**************************************
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	75	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	(3)	NA
is involved in "New Student Orientation"	0	1	. 2	3	(3)	5	NA
participates in campus activities outside normal work hours	0	1	2	3	A	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	a	5	NA
provides or volunteers service to the local community	0	1	2	3	4)	5	NA

III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVE	TIES (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	(i)	1	2	3	4	5	NA
discipline related research	6)	1	2	3	4	5	NA
participation in juried exhibitions; service as a juror	6	1	2	3	4	5	NA
presentation of concerts, recitals, productions, shows or performances	6	1	2	3	4	5	NA
presentations at state, regional, national conferences	(9)	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	<u>@</u>	1	2	3	4	5	NA
publications in refereed journal	6	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	G	1	2	3	4	5	NA

IV. PROFESSIONAL GROWTH	(5%)		W. 00			1, 6		
Rate evidence of any of the following:								
completed courses or workshops related to teaching area		0	1	2	3	4	6)	NA
convened conference sessions		6	1	2	3	4	5	NA
growth initiatives e.g., fellowship, lectureship, study leave	(6	1	2	3	4	5	NA
member of external evaluation or peer review team(s)	(6	1	2	3	4	5	NA
member or officer in professional societies/organizations		0	1	2	3	4	(5)	NA
organized conferences/exhibitions		6	1	2	3	4	5	NA
peer recognition, including letters of commendation		p)	1	2	3	4	5	NA

PLACE AN "X" IN THE APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS: ٧.

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	1	No
11.	Syllabus for each course taught during the semester.	Yes	1	No
111.	Updated curriculum vitae.	Yes		No

VI. **OVERALL RATING**

		Score
١.	Teaching (75%)	3.67
II.	Service (15%)	64
III.	Research, Scholarship and Creative Activities (5%)	.02
IV.	Professional Growth (5%)	,05
	Total	Q 40

VII	RECOMMENDATIONS

1.	Perceived strengths of the faculty member:
1	eny Knowledgeable
2.	Perceived weaknesses of the faculty member:
	N / 1-
3.	Professional development and/or recommended actions for improvement.
A-	tend propessional development when time
02	nmits"

Signatures

4/22/2014 Date 4/14/14

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.

Revised: 5/97. 03/00. 03/11



TEXAS COLLEGE DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member:	Date:	4/15/13	Department: Business
Division Chair:	Division:	Brisiness	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 S - Outstanding NA - Not Applicable

I. TEACHING (75%)		Š		tr.			94.
It is my estimation that the above named faculty member:	r	,	,				
conducts courses (e.g. content and organization) consistent with the course syllabi	0	1	2	3	4	(3)	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	6	NA
gives assignments that are relevant to course objectives	0	1_	2	3	4	0	NA
has regular hours posted	0_	1	2	3	4	67	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	6	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	6	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	<u>(5)</u>	NA
is receptive to differing opinions	0	1	2	3	1	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	1	5	NA
respects students and treats them with courtesy	0	1	2	3	B	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	<u>(5</u> /	NA

Evaluation of Faculty Member:

II. SERVICE (15%)			300	13		1	2. 军事
The faculty member serves in the following ways:		,		, ,	,	,	
advisor/mentor to students or student organization(s)	0	1	2	3	4	(B)	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	<u>a</u>	5	NA
is amenable to committee assignments	0	1	2	3	(4)	5	NA
is involved in "New Student Orientation"	6	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	6	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 ACTIV	TIES (5%)					31. T.	,
Rate evidence of significant involvement in any of the following:			r		6 8 /		
articles or publications in unreferenced journals	<u>(6)</u>	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	10	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	IQA
presentation of concerts, recitals, productions, shows or performances	(6)	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	MA
publications in refereed journal	0	1	2	3	4	5	(CA
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	MA
service as editor of scholarly publications	6	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%)	19 - 1	/'e /-	m .		1, "	
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	<u>(1)</u>	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)	6)	1	2	3	4	5	NA
member or officer in professional societies/organizations	0	1_	2	3	(4)	5	NA
organized conferences/exhibitions	(9)	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:

		- 1	1	Sale Ala	\neg
1.	Office hours for the semester or summer term.	Yes	1	NO	_
11.	Syllabus for each course taught during the semester.	Yes	1	No	┸
	Updated curriculum vitae.	Yes	/	No	

VI. OVERALL RATING

		Score
Ī.	Teaching (75%)	3.5
11.	Service (15%)	16.3
III.	Research, Scholarship and Creative Activities (5%)	102
IV.	Professional Growth (5%)	105
	Total	4,20

VII	R	FCC	MM	FNE	TAC	ONS

TAUN FIND AN	engths of the faculty n	1 oderable	or his m	aterial. He	assists st	udents
with tutoria	after cha es succee paknesses of the facul	s. He is p	rersisten	t and insu	it that al	1 studen
2. Perceived we	aknesses of the facul	d and pe	n form	to the higher	it bevel.	
noticeable excel.		is A	want	5 Acc his		, +0
3. Professional	development and/or re	ecommended action	ons for improver	nent. Ushing a	rticles.	
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Kram Andrews	
Signatures	5/6/2
Units of the second sec	Date 3/2/12
The state of the s	Date / 3
Avice President of Affairs	5-20-1 Date
inor inor	Date
The state of the s	•

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.

Revised: 5/97. 03/00. 03/11



TEXAS COLLEGE DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member:	Date:	1/12/12	Department: Business	Admin
Division Chair:	Division:	Business	and Boual Du	enel

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 S - Outstanding NA - Not Applicable

I. TEACHING (75%)				1		14 C	r ()
It is my estimation that the above named faculty member:		•	2.4.406	9.36			-1
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	(3)	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	(A)	5	NA
has regular hours posted	0	1	2	3		3	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	a	.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	6	NA
is receptive to differing opinions	0	1	2	3	(d)	5	NA
meets classes on time	0	1	2	3	4	(3)	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	(3)	NA
shows evidence of planning, organization and preparation	0	1	2	3	4	6	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	(A)	5	NA
participates in student recruitment and placement of graduates	0	1	2	3	A	5	NA
participates in college assessment activities	0	1	2	3	(a)	5	NA
provides or volunteers service to the local community	0	1	2	3	(4)	5	NA

III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIV	ITIES (5%)		4.81	~ 1			
Rate evidence of significant involvement in any of the following:							
articles or publications in unreferenced journals	(6)	1	2	3	4	5	NA
curriculum design or redesign; development of instructional materials	-6	71	2	3	4	(5)	NA
development and receipt of grants and contracts	0	1	2	3	4	5	NA
discipline related research	6	1	2	3	4	5	NA
participation in juried exhibitions; service as a juror	(e)	1	2	3	4	5	NA
presentation of concerts, recitals, productions, shows or performances	6)	1	2	3	4	5	NA
presentations at state, regional, national conferences	(6)	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	(6)	1	2	3	4	5	NA
publications in refereed journal	60	1	2	3	4	5	NA
published critical reviews, e.g., operas, movies, ideas, editorials, essays, art, etc.	(Ø	1	2	3	4	5	NA
review of books and articles	6	. 1	2	3	4	5	NA
service as editor of scholarly publications	6	1	2	3	4	5	NA
service as editor of newsletter for educational or professional organizations	G	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	6	1	2	3	4	5	NA
member of external evaluation or peer review team(s)	6	1	2	3	4	5	NA
member or officer in professional societies/organizations	0	1	2	3	(4)	5	NA
organized conferences/exhibitions	6	1	2	3	4	5	NA
peer recognition, including letters of commendation	6	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	-	No
II.	Syllabus for each course taught during the semester.	Yes	v	No
111.	Updated curriculum vitae.	Yes	4	No

VI. OVERALL RATING

		Score
I.	Teaching (75%)	3.27
11.	Service (15%)	.63
111.	Research, Scholarship and Creative Activities (5%)	.02
V.	Professional Growth (5%)	0:0
	Total	4003

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member:
all. Ali Still remains Vital to this department. He is very knowledgeable of every appet of the Brisiness and Local Department. He is very sencere and devoted to Texas College and its students
of every aspect of the Briseness and Local Deserve Department the or very servere and
devoted to Texas Callege and its students
2. 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	
	4/12/2012
Facility Menibe	Date /
The same	11/12/12
OW De la	Date
And	4-15-12
Vice President to demicraffacts	Date
	/
President	Date 7
	Build
The state of the s	

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.

Revised: 5/97. 03/00. 03/11



TEXAS COLLEGE DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member:	Carbara Cade	Date:	4/21/14	Department: _	Language Art
Division Chair:	Son Boh Malak	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 S - 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	6	NA
demonstrates enthusiasm for the subject matter	0	1	2	3	4	(3)	NA
explains and discusses the class attendance policy, in each class, at the beginning of each semester	0	1	2	3	4	③	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	(3)	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	(3)	NA
is well informed and familiar with the subject matter	0	1	2	3	4	6	NA
is available to students during posted office hours and for appointments	0	1	2	3	4	(3)	NA
is receptive to differing opinions	0	1	2	3	4	3	NA
meets classes on time	0	1	2	3	4	6	NA
meets classes as scheduled	0	1	2	3	4	(5)	NA
presents subject matter in an interesting way	0	1	2	3	4	3	NA
respects students and treats them with courtesy	0	1	2	3	4	3	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

II. SERVICE (15%)			e st				
The faculty member serves in the following ways:							
advisor/mentor to students or student organization(s)	0	1	2	3	(A)	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	6	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%	%)			n.			
Rate evidence of significant involvement in any of the following:			,			,	
articles or publications in unreferenced journals	6	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 Event	0	1	2	3	4	3	NA
presentations at state, regional, national conferences	<u></u>	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.	6	1	2	3	4	5	NA
review of books and articles	6	1	2	3	4	5	NA
service as editor of scholarly publications	@	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%)		**, i.e.		0.		
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	<u></u>	1	2	3	4	5	NA
member of external evaluation or peer review team(s)	@	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	6	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:

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

VI. OVERALL RATING

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

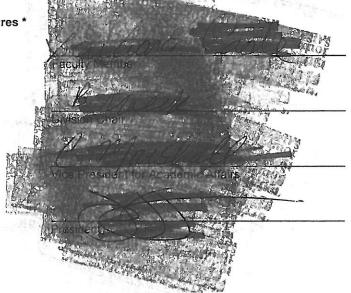
VII. RECOMMENDATIONS

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.

Perceived weaknesses of the faculty member:
 Mrs. Cade needs to be more organized by utilizing technology that is provided by the institution.

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 *



4/28/14 Date

4/28/14 Date

9-/-/4 Date

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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

e – English Composition II/World Literature

	4.64
Course Organization	4.71
	4.79
	4.86
Communication	4.64
	4.79
Faculty/Student Interaction	4.79
	4.79
	4.79
Assessment/Exam	4.79
	4.79
Course Outcome	4.79
Student Effort	4.71
Student Enort	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:

Division Chair:

Date:

4/30/13 Department: Language & Lit.

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 S - Outstanding NA - Not Applicable

	1. TEACHING (75%)					e n		i e e
	It is my estimation that the above named faculty member:							
١	conducts courses (e.g. content and organization) consistent with the course syllabi	0	1	2	3	4	0	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	@	5	NA
4	gives assignments that are relevant to course objectives	0	1	2	3	4	5	NA
フ	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	<u> </u>	4	5	NA
9	indicates availability to tutor or assist individual students outside of class	0	1	2	3	Ð	5	NA
10	introduces students to new ideas and points of view	0	1	2	3	@	5	NA
),	is persistent in promoting students' interest in the subject matter	0	1	2	3	4	6	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	6	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	(A)	5	NA
15	is receptive to differing opinions	0	1	2	3	4		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	6	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	6)	NA

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II. SERVICE (15%)							
The faculty member serves in the following ways:	т —						
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	(3)	NA
initiates mission-related campus activities involving faculty, staff and students Informational day	0	1	2	3	4	(5)	NA
is amenable to committee assignments	0	1	2	3	4	6	NA
is involved in "New Student Orientation"	0	1	0	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	15	NA

	III. RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITIES (5%).		Service of the servic					
	Rate evidence of significant involvement in any of the following:							
	articles or publications in unreferenced journals	0	1	2	3	4	5	NA
2	curriculum design or redesign; development of instructional materials	0	1	2	3	Ð	5	NA
3	development and receipt of grants and contracts	(c)	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
0	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
,r	promotion of student involvement in research and creative activities		1	2	-		5	NA
¥	publication of books	0	1	2	3	4	5	NA
င	publications in refereed journal	6	1	2	3	4	5	NA
1000	published critical reviews, e.g., operas, movies, ideas, editorials, essays, art, etc.	0	1	2	3	4	5	NA
2	review of books and articles	<u>(6)</u>	1	2	3	4	5	NA
3	service as editor of scholarly publications	0	1	2	3	4	5	NA
Ч	service as editor of newsletter for educational or professional organizations	6	1	2	3	4	5	NA
	0186×105=	(0,0	14	3			

IV. PROFESSIONAL GROWTH (5%) Rate evidence of any of the following: Teaching Edu. Involvement completed courses or workshops related to teaching area (5) 0 3 NA 0 2 3 5 convened conference sessions NA 6 3 5 growth initiatives e.g., fellowship, lectureship, study leave NA 0 member of external evaluation or peer review team(s) NA member or officer in professional societies/organizations AAUP American ASS, U. Professors. 0 (4) 5 NA International Day organized conferences/exhibitions 0 2 5 NA peer recognition, including letters of commendation NA

Evaluation of Faculty Member:

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

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	V	No
<u>II.</u>	Syllabus for each course taught during the semester.	Yes	V	No
111.	Updated curriculum vitae.	Yes	V	No

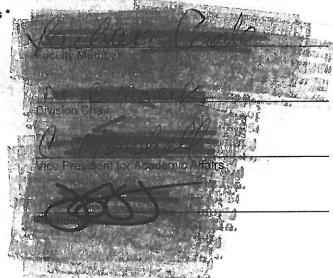
VI. **OVERALL RATING**

		Score
I.	Teaching (75%)	<u>_3-23</u>
II.	Service (15%)	10-59
111.	Research, Scholarship and Creative Activities (5%)	0.04
IV.	Professional Growth (5%)	0.09
	Tota	13.96

VII. RECOMMENDATIONS

Perceived strengths of the faculty member: Involve students in more creative writing, Essays Perceived weaknesses of the faculty member: Be more Initiative Professional development and/or recommended actions for improvement.

Signatures



4/30/3
Date

4/30/3
Date

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.

Revised: 5/97. 03/00. 03/11

Division of Humanities and Ge	neral Studies							
Class Evaluation Form		Si	CORE				TOTAL SCORE AVG	CLASS AVG
	1	2	3	4	5	NA		
Spring 2013								
1. Syllabus					8			
2. Time management				2	6	100		
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 improv	ve this course?							
Score= # of students selecting	each score iter	n						
Total Score= # of students in e	ach column mu	ultiplied by	the score fo	or that colu	mn			
Total Score Average = Total Sc	ore from colun	nns 1-5 divi	ded by the	# of question	ons			
Class Average = Total Score Av	erage divided	by the # of	students					

TEXAS COLLEGE

DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member:	Date: 12/12 Department: Lange of the
Division Char	Division: Ger Stals Hunga

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 Applicate

I TELOUMIA							
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	14) 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	(A)	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	(f)	5	NA
gives assignments that are relevant to course objectives	0	1	2	3	(4)	5	NIA
has regular office hours posted.	0	1	2	3	4		NA
includes information or activities geared toward service learning or career exploration;	0	-	-	_	(4)	5	NA
indicates availability to tutor or assist individual students outside properties	-	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 maner	0	1	2	3		6	NA NA
s clear and effective in explanations and directions to students.	0	1	2,	3	(D)	5	NA NA
s knowledgeable and competent in the use of a variety of instructional techniques and materials.	0	1	2	3		(5)	NA
s well informed and familiar with the subject matter.	0	1	2	3	4	5	NA
s available to students during posted office hours and for appointments.	0	1	2	3	(4)	5	NA
s receptive to differing opinions.	0	1	2		(4)	5	NA
neets classes on time.	0	1	2	3	4)	5	NA
neets classes as scheduled.	0	1	2	-	(4)	5	NA
resents subject matter in an interesting way.	0	1	2	3	\sim 1	(5)	NA
espects students and treats them with courtesy.	0-	1	2	-	(4)	-	-NA
hows an interest and desire to help students succeed in class.	0	1	2	-	4	5	NA
nows evidence of planning, organization and preparation.	0	1	2	3		5	NA
	<u></u>	ᆛ	-1	بل		5 1	<u> </u>

3.75) (2018)(5)

Revised: 05/97, 03/00

V.	PLACE AN "X" IN TH	IE APPROPRIATE BOX	FOR EACH OF THE F	OLLOWING ITEMS.	
	The faculty member h	as on file in the offices o	f the Division Chairpe	rson and the Vice President fo	or Academic Af
	 Office hours for the s Syllabus for each co Updated curriculum 	emester or summer term. urse taught during the sem vitae.	ester. Y	es (<) No() es (<) No() es (<) No()	v v
VI.	OVERALL RATING	N.			
	Tolessional Gr	larshin and Creative Activity	ies (5%) 3/1	core 15 49 210 22 339	
VII.	RECOMMENDATIONS			,	9
	1. Perceived strengths of	the faculty members and the contraction of the cont	mestra large	this of states in fred	Elling
	2. Perceived weaknesses	of the faculty of the state of			
8	2. Perceived weaknesses Mareattensin to	of the raculty member		2. Anducing adminis	tractive
	3. Professional developments and Red 2nd Me	ent and/or other recommen	ded actions for improve	ment:	
,	Scottish Liberat	3667		SUniv of alasgar)	200
	Talka Castan Carlo				
Sinnat	the second		1894		
	(k.Ø.)AC (Member	A STOP	4/18	2012	
	Chair San		4/17/ Date	2012	
Vice Pro	Sident (uz tea romic Al <mark>fair</mark>	<u>.</u> \$ 2 .	5/1/1 Date	12	w *
			Date 7	1,0	
HUMAN-R	RESOURCES USE ONLY	4			
	Date Received Date Filed Initials	Positions Held	Exit Data Dates Employed	Separation Date Reason for Separation Date Final Paycheck Issued	
*The facu	ulty member's signature is	provided to Indicate that	he evaluation has bee	en discussed with the Division	Chair but doe

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	В	С	D	F	W	1	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 LiteratureI

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name					c Re	icia l	efferse	S.S.N. On File			
Dat	te Hi	red		1/2	2013		Date	e Last PromotedN/A Budget Code 1010			
Ioh	Title		Cwite	hhoar	d On	erator	- F	Evaluation Period: From 5/1/2013 to 4/30/2014			
					1.						
Dep	Department Business/Finance							Immediate Supervisor Walter Mosley			
				Ør.							
Rea	☐ Mid-Year ☐ Probationary ☐ Exit										
eva	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				
	1000				Rate .		Pontal P	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	200						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 A labition to make decisions			
		X						Judgment and ability to make decisions 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	A_						Willingness to do work assigned			
	Λ_	X						Written communication skills			
30E9	ES EST	A	MASS	BEAD THE RES	10500-000	REP AND	与35次的股份	PERSONAL QUALITIES			
Note of Contract	SCALE CHICAGO	X		A STATE OF	Angel Sales	and the same	OCCUPANT NAME OF TAXABLE PARTY.	Capacity for independent thought and planning			
		1					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				200 200			Professional appearance/grooming			
		X						Seeks self-improvement/professional development			

Sense of responsibility

X	Staff relationships (when applicable)
X	Student relationships (when applicable)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recommendations: has pleasing voice and personality	on the phone. Proved to be a valuable backup for the cashier position.
	ill complete her Bachelor's degree in May 2015.
	(Continue on separate sheet if necessary)
Personnel Action Recommended: [] Exten	y/Merit Increase [X] Continue/Renew Contract
Business/Finance	4/22/2014
Department	Date Signature or Immediate Supervisor
Employee's Statement: I have reviewed and d	iscussed this performance evaluation with my supervisor.
My comments:	
	(Continue on separate sheet if necessary)
	4 23 2014
	Date Signature of Employee
Vice President's Comments and Recommend	ations:
	(Continue on separate sheet if necessary)
Personnel Action Recommended: [] Exten	
[] Salar	y/Merit Increase [7] Continue/Renew Contract
	5/8/15
	Date Signature of Vice President
President's Comments:	
alu	from expant
Instructions to Human Resources:	
	Date
	Date
HUMAN RESOURCES USE ONLY	Exit Data

Date Received	Positions rIeld	Dates Employed	Separation Date
Date Filed			Reason for Separation
Initials			Date Final Paycheck Issued
2			

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name							effers			S.S.N	On File	
— Da	te Hi	ired	-				Date	Last Promoted	N/A	Budg	et Code 1010	
								Evaluatio				
Job) 1111	e		Switch	iboar	d Ope	rator	Evaluation	on Period: F	rom	1/2012	10
	4/3	0/201	3									
n				n'.	<i>N</i> C	١•			Y o d i	ata Cunam	winny Walton	Moslow
De	parti	ment		Busin	ess/F	inance	3		1mmed	ate Superv	visor waiter i	viosicy
Re	ason	for I	Evalu	ation:	X A	Annua	1	□ Mid-Year	☐ Prob	ationary	□ Exit	
eva	luate	obje	ctive	an em	ploy	ee's pa	st per	£ A periodic perform formance. After complace an "X" in the ap	pletion of thi	s evaluation		
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe					
	No.		N. Ke		SENS.	ALC: SE	Means a	DEMC	NSTRATED.	JOB PERFO	RMANCE	
		X				TOTAL STREET		Ability to handle multip				
		X						Ability to meet deadline	S			
		X						Ability to work without		on		
		X						Acceptance and use of c	riticism			
		X						Accuracy in checking fo	r and correcting	g errors		
	X							Alertness				
		X						Consistency in checking				
	X							Consistently observes in	stitutional polic	ies and proce	edures	
	X	17						Dependability		1		
	-	X		-		-		Ease of learning new tec	nniques and pro	ocedures		
		X	-					Initiative				
		X						Judgment and ability to neatness and orderliness				
		X						Quantity of work output		igiliess		
X					-			Reports to work on time				
	X							Self-control and courtesy	in dealing wit	h others		
		X						Understands and uses ap				
	X							Willingness to do work a				
		Х						Written communication				
				1551					PERSONAL	QUALITIE	S	
		X						Capacity for independent				
							Χ	Demonstrates ability to d	lirect or manage	2		
							X	Demonstrates supervisor	y ability		*T5 1/250034	
	X							Exhibits honesty and inte	egrity			
		Χ						Imaginative contribution	S			
							X	Leadership				
		X						Loyalty				
		X						Oral communication skil	ls			

X		Professional appearance/grooming
	X	Seeks self-improvement/professional colopment
	X	Sense of responsibility
X		Staff relationships (when applicable)
X		Student relationships (when applicable)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recommend	dations: d personality on the phone.	ved to be a valuable backup for the cashier
position. w ceks additiona		
		(Continue on separate sheet if necessary
Personnel Action Recommended: [Extend Probationary Period [] Promo	
] Salary/Merit Increase [X] Continue/R	Renew Contract
Business/Finance	5/01/2013 Date	Signature of the Supervisor
Department		- 0
Employee's Statement: I have reviewed	d and discussed this performance evaluation w	ith my supervisor.
My comments:		
	-/1	(Continue on separate sheet if necessary
	5/1/2013	Signature of Amproyee
	Date	Signature of himployee
Vice President's Comments and Recon	nmendations:	
would lik	ce to see her take on m	one Responsibility
at the	front window.	/
		(Continue on separate sheet if necessary
Personnel Action Recommended: [] Extend Probationary Period [] Promo	
]] Salary/Merit Increase [] Continue/Re	enew Contract,
	5/1/13	CALL PARISH
	Date	street re of Vice President
President's Comments:		
Instructions to Human Resources:		
cutsmento	in agreered	
	11/1/2	
	5/20/18	
	Date	Signature of President

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Em	ploy	ee Na	ame .	9	licia	Jeffe	SOA			S.S.N	On File
— Da	te Hi	red_				NO. OF THE RESERVE		Date Last Promoted _	N/A	Budget Co	ode
Joh	Titl	P	Swit	chhoa	rd O	nerate	or	Evaluation	n Period.	From 11/201	1 to
							J1	Evaluation	i i ci iou.	11/201	10
	4/20)12									
Department Business/Finance									_ Immed	liate Supervisor	Walter Mosley
Rea	ason	for E	Evalu	ation:	X A	— Annua	1	☐ Mid-Year	□ Prob	oationary 🗆	Exit
eva	luate	obje	ctive	an em	ploy	ee's pa	st per	: A periodic performan formance. After comple place an "X" in the appropriate the second control of the second	etion of th	is evaluation, it s	
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe				
	PH SE		1000	Editor!	P. Wells	100	SCHOOL STATE	DEMON	STRATED	JOB PERFORMA	NCE
		X						Ability to handle multiple	tasks		4
		X						Ability to meet deadlines			
	X							Ability to work without cle	ose supervis	ion	
		X						Acceptance and use of crit	cicism		
	<u> </u>	X						Accuracy in checking for a	and correction	ng errors	
	X							Alertness			
		X						Consistency in checking for			
	X							Consistently observes insti	itutional pol	icies and procedures	
	X	77						Dependability Ease of learning new techniques and procedures			
	-	X					ļ		niques and p	rocedures	
	-	X				-	<u> </u>	Initiative Judgment and ability to ma	aka dagisian		
		X	<u> </u>				-	Neatness and orderliness of			
	X				-			Quantity of work output	n work that	ouginicss	1.00
X								Reports to work on time			
	X					 		Self-control and courtesy i	n dealing w	ith others	
		X						Understands and uses appr			
	X							Willingness to do work ass			
		X						Written communication sk			
	1	2250	1	BENEFE BE	顶额	00000	NO.		PERSONA	L QUALITIES	
		X						Capacity for independent t			
							X	Demonstrates ability to dir	ect or mana	ge	
							X	Demonstrates supervisory			
	X							Exhibits honesty and integ	rity		
		X						Imaginative contributions			
							X	Leadership			
		X						Loyalty		Will be the second of the seco	

Oral communication skills

X	Professional appearance/grooming
X	Seeks self-improvement/professional c lopment
X	Sense of responsibility
X	Staff relationships (when applicable)
X	Student relationships (when applicable)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recomments	nendations: e and personality on the phone. I wi	ll seek more ways to utilize her ta	lents in the future.
		(Continue on	separate sheet if necessary)
Personnel Action Recommended:	[] Extend Probationary Period [] Salary/Merit Increase	[] Promotion [] Terr [X] Continue/Renew Contra	ninate Employment
Business/Finance	4/2	5/2012	Rmorley
Department	Date	Signature of Immedi	ate Supervisor
Employee's Statement: I have review	ewed and discussed this performance	evaluation with my supervisor.	
Department I look	forward to as forward to as aining to enhan aining to enhan aining to enhan aining to enhan Date	ice my pertan	responsibilities
Personnel Action Recommended:	[] Extend Probationary Period [] Salary/Merit Increase	Promotion [] Ten	separate sheet if necessary) ninate Employment esident
President's Comments:	F-1444		
Instructions to Human Resources:			
	Date		esident

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

TEXAS COLLEGE EMPL—YEE PERFORMANCE EVAL—ATION



Employee Name Man	tinez	S.S.N On File
Date Hired	Date Last Promoted <u>N/A</u>	Budget Code
Job Title Housekeeper	Evaluation Perio	od: From <u>1/01/2013</u> to <u>2-28-2014</u>
Department Physical Plant	Imr	nediate Supervisor <u>Roland Brackens</u>
Reason for Evaluation: X 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	
						种种组的		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
1555-045-056	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				4	• 1	Written communication skills
			46.00		到 400			PERSONAL QUALITIES
		X						Capacity for independent thought and planning
		X				8		Demonstrates ability to direct or manage
		X						Demonstrates supervisory ability
	X							Exhibits honesty and integrity
		X						Imaginative contributions
_		X						Leadership
\neg		X						Loyalty
\dashv		X						Oral communication skills
\dashv		X						Professional appearance/grooming
+		X			\rightarrow			Seeks self-improvement/professional development
\dashv	\neg	X						Sense of responsibility
\dashv		X						Staff relationships (when applicable)
\rightarrow		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 [x] Salary/Merit Increase [x] Continue/Renew Contract Physical Plant 2-28-2014 Department Signature or immediate Supervisor Employee's Statement: I have reviewed and discussed this performance evaluation with my supervisor. My comments: Continue on senarate sheet if necessary) Vice President's Comments and Recommendations: (Continue on separate sheet if necessary) Personnel Action Recommended: [] Extend Probationary Period [] Promotion [] Terminate Employment] Salary/Merit Increase Continue/Renew Contract nature of Vice President President's Comments: Instructions to Human Resources: **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



							6	MEN INSITEUR			
		- No		M	n.11	2	Ma	When a	s.s.n. 6/2-1	4-630	9
Date Job	e Hir Title	1	40-	3 - sek	e p.	er	E	Last Promoted		get Code	
				ation:				☐ Mid-Year	☐ Probationary	□ Exit	
1	+-	ahiaa	tiria	on ami	NOVE	e's na	st nerf	ormance. After con	nance evaluation is used apletion of this evaluation appropriate block below.	i, it bilouid c	ge to be reviewed
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe				

Cutstanding Very Good	very coor	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
	3175 4	53115	H1965 74			1150 121	ionija.	DEMONSTRATED JOB PERFORMANCE
		X	BOURDED IN					Ability to handle multiple tasks
								Ability to meet deadlines
		2						Ability to work without close supervision
		\propto						Acceptance and use of criticism
		7						Accuracy in checking for and correcting errors
\dashv			X					Alertness
	-		\hat{x}					Consistency in checking for and correcting errors
	-		X			1		Consistently observes institutional policies and procedures
X	-					1	-	Dependability
-	+		a					Ease of learning new techniques and procedures
	-		d					Initiative
-			X					Judgment and ability to make decisions
	-		1					Neatness and orderliness of work/thoroughness
			à					Quantity of work output
	-	1	- \					Reports to work on time
_		_	X	<u> </u>	 			Self-control and courtesy in dealing with others
			2					Understands and uses appropriate technology
			1	 				Willingness to do work assigned
	-1		X					Written communication skills
			1					PERSONAL QUALITIES
EMAGE:		ATTER VALUE	a					Capacity for independent thought and planning
-		-	2		1	1		Demonstrates ability to direct or manage
	-		-	00	+			Demonstrates supervisory ability
	44			 `	+			Exhibits honesty and integrity
			-	1 au	+	+		Imaginative contributions
			-	X	-	1		Leadership
			+	12	+	+	+	Loyalty
			+	12		1		Oral communication skills
			+	a			1	Professional appearance/grooming
			+	X	+	-	1	Seeks self-improvement/professional development
		57	-	+	+	-		Sense of responsibility
		X	,	-	-	+	-	Staff relationships (when applicable)
		X	-		-		+	Student relationships (when applicable)

SUMMARY STATEMENT

		Average	WONY	Cer.		
		. 0				
						<u> </u>
				(Continu	ue on separate sh	eet if necessary
Personnel Action Recomme	[] Salar	nd Probationary Period ry/Merit Increase			Terminate Empl	
Department		Date	2	Signature of Im	nmediate Supervis	sor
Employee's Statement: I ha	ve reviewed and d	iscussed this performan	e evaluation	with my supervi	isor.	
My comments:						
2	1/0	Coment	 S			
	/V .U	Contents				
		05-06-1	13		ue on separate sh	eet if necessary
		Date		Signature	of Employee	6
Vice President's Comments	and Dagammand	ations				
vice President's Comments	and Recommend	ations:				
Vice President's Comments	and Recommend	ations:				
Vice President's Comments	and Recommend	auons:				
vice President's Comments	and Recommend	auons:				
Vice President's Comments	and Recommend	ations:		(Continu	ue on separate sh	eet if necessary
Personnel Action Recomme	nded: [] Exten	ations: ad Probationary Period ry/Merit Increase	[V] Pro	motion []	ue on separate sh Terminate Empl	
	nded: [] Exten	nd Probationary Period	[V] Pro	motion []	Terminate Empl	
Personnel Action Recomme	nded: []Exten [] Salar	nd Probationary Period	[V] Pro	motion []	Terminate Empl	
Personnel Action Recomme President's Comments:	nded: []Exten [] Salar	nd Probationary Period	[V] Pro	motion []	Terminate Empl	
Personnel Action Recomme President's Comments:	nded: []Exten [] Salar	nd Probationary Period	[V] Pro	motion []	Terminate Empl	
Personnel Action Recomme President's Comments:	nded: []Exten [] Salar	nd Probationary Period ry/Merit Increase Date	[V] Pro	motion []	Terminate Empl	
Personnel Action Recomme President's Comments: Instructions to Human Reso	nded: [] Exten	nd Probationary Period	[V] Pro	motion []	Terminate Empl	
Personnel Action Recomme President's Comments:	nded: [] Exten	nd Probationary Period ry/Merit Increase Date	[V] Pro	motion []	Terminate Empl	
Personnel Action Recomme President's Comments: Instructions to Human Reso	nded: [] Exten	nd Probationary Period ry/Merit Increase Date	[V] Cor	motion [] ntinue/P e w 4	Terminate Empl	oyment
Personnel Action Recomme President's Comments: Instructions to Human Reso	nded: [] Exten	Date Exit Data	[V] Cor	motion [] ntinue/P = x 4.	Terminate Empl	oyment

TEXAS COLLEGE CEMPLOYEE PERFORMANCE EVALUATION



Employee Name _	Alonica Me	u finez-	S.S.I	N		
Date Hired	I	Date Last Promoted		Budge	et Code	e
Job Title Housek	eeper	Evaluation Period:	From	7/1/11	to _	4/12/12
Department Phy	sical Plant	Immediate	Supervisor	times H	irara	
Reason for Evalua	ation: Annual	☐ Mid-Year	□ Pr	obationary	□ E	xit
			_			

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.

	1			F				
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
								DEMONSTRATED JOB PERFORMANCE
		Mile Surgests		V				Ability to handle multiple tasks
			1/					Ability to meet deadlines
			V					Ability to work without close supervision
			V	_				Acceptance and use of criticism
			V					Accuracy in checking for and correcting errors
			V					Alertness
			1					Consistency in checking for and correcting errors
			~					Consistently observes institutional policies and procedures
		1/						Dependability
			1/					Ease of learning new techniques and procedures
			1	_				Initiative
			V					Judgment and ability to make decisions
3 3 T			1	,				Neatness and orderliness of work/thoroughness
			_2/					Quantity of work output
		1				102 102 254,02000 bende		Reports to work on time
		:/						Self-control and courtesy in dealing with others
				1/				Understands and uses appropriate technology
		1/						Willingness to do work assigned
				V				Written communication skills
					de milit		0500	PERSONAL QUALITIES
				*/				Capacity for independent thought and planning
					1/			Demonstrates ability to direct or manage
			/		4			Demonstrates supervisory ability
		1/		/				Exhibits honesty and integrity
			1/	/				Imaginative contributions
			/ \	V				Leadership
		1/		1	/			Loyalty
				./				Oral communication skills
		./						Professional appearance/grooming
		V						Seeks self-improvement/professional development
		V						Sense of responsibility
		V						Staff relationships (when applicable)
								Student relationships (when applicable)

Supervisor's Comments and	Recommendations:	Alorea 10	of to Day Attention
de defail,	And Compk	ete Assigni	eds to pay Attention a timely
JI LEWING	10		
	00 00 000		(Continue on separate sheet if necessary)
Personnel Action Recomm My Man Department		obationary Period erit Increase 2-/2-/2 Date	Promotion [] Terminate Employment [Continue/Renew Contract Signature of Immediate Supervisor
Employee's Statement: I h	ave reviewed and discuss	sed this performance e	valuation with my supervisor.
My comments:		1	
			(Continue on separate sheet if necessary)
	4	-25-12	Atomica Martinia
-		Date	Signature of Employee
Vice President's Comments	s and Recommendation	s:	
		1-11-1-1-1-1-1	
	.>		
		in a visit of the second of th	
			(Continue on separate sheet if necessary)
Personnel Action Recomme	ended: [] Extend Pro [] Salary/Me	bationary Period rit Increase 12 / 12 Date	Promotion [] Terminate Employment [] Continue/Renew/Contract
President's Comments:			
Instructions to Human Res	ources:		
		Date	Stand are considered
HUMAN RESOURCES US	E ONLY		
Date Received	Positions Held	Exit Data Dates Employed	Separation Date
Date Filed	1		Reason for Separation
Initials			Date Final Paycheck Issued

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name: LaTrese Mass

Date	e Hire	d: <u>10/</u> 2	<u> 2008</u>			Da	te Last	t Promoted: Budget Code:
Job	Title:	Adm	inistr	ative As	ssista	<u>nt</u>	Eva	aluation Period: From <u>8/13</u> to <u>5/14</u>
Dep	artme	nt: St	udent	Affairs		_	lmm	nediate Supervisor: Willia Champion
Rea	son fo	or Eva	luatio	n: XA	nnual		□ Mid	-Year □ Probationary □ Exit
past	t perfo	rmano	e. Aft	or EVA er comp below.	LUAT oletion	ION: A of this	periodio evaluati	c performance evaluation is used by the College to evaluate objective an employee's ion, it should be reviewed and discussed with the employee. Please place an "X" in
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
	4411							DEMONSTRATED JOB PERFORMANCE
	X							Ability to handle multiple tasks
	X							Ability to meet deadlines
	X							Ability to work without close supervision Acceptance and use of criticism
X	X	-		-				Accuracy in checking for and correcting errors
^	X							Alertness
X	A							Consistency in checking for and correcting errors
Λ.	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
W. D. Charles	en en fan skrive	X	G-ryk-heron				CHALLESS AND	Written communication skills
	STORY.							PERSONAL QUALITIES
		X						Capacity for independent thought and planning
	-	X						Demonstrates ability to direct or manage
		X						Demonstrates supervisory ability Exhibits honesty and integrity
		X						Imaginative contributions
		X						Leadership
	X	Λ.						Loyalty
	71	X						Oral communication skills
	<u> </u>	X						Professional appearance/grooming
		X						Seeks self-improvement/professional development
		X						Sense of responsibility
	X							Staff relationships (when applicable)
	v							Student relationships (where applicable)

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: [] Ex [] Sa	tend Probationary Period alary/Merit Increase	[] Promotion [X] Continue/Rene	
Student Affairs Department	4/29/2014 Date	_ Sign	nature of Immediate Supervisor
Employee's Statement: I have reviewed a	nd discussed this perform	ance evaluation with	my supervisor.
My comments:			
	5/1/14 Date		Signature of Employee
Vice President's Comments and Recomm See Supervisor C			
	xtend Probationary Period Salary/Merit Increase		[] Terminate Employment w Contract
	4/ 29/2014 Date	Sigr	nature of Vice President
President's Comments:	tured sy	Sant	
Instructions to Human Resources:			
	Date Date		or President

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Emp	oloyee	Nam	e 🚣	Trese	HSS.		S.S.	N. On File
Date	Hire	d <u>10/2</u>	800	(30)		Date La	st Pro	moted Budget Code
Job	Title	Admi	nistra	tive As	sistar	<u>ıt</u>	Eva	luation Period: From <u>09/12</u> to <u>5/13</u>
Dep	artme	nt Stu	ıdent	Affairs			lmm	nediate Supervisor
Reas	son fo	or Eva	luatio	n: XA	nnual		□ Mid	-Year □ Probationary □ Exit
		-				* -		
past	perfo	rmanc	e. Aff	er comp				c performance evaluation is used by the College to evaluate objective an employee's on, it should be reviewed and discussed with the employee. Please place an "X" in
the a	pprop	priate I	olock I	pelow.			Т	
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
	調整網	間は利	N. C		基款的	対性的場合		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
7.	X							Alertness
X	37							Consistency in checking for and correcting errors
	X							Consistently observes institutional policies and procedures
	X							Dependability Face of learning rough sizes and according to
	^	X						Ease of learning new techniques and procedures Initiative
		X						Judgment and ability to make decisions
		X						Neatness and orderliness of work/thoroughness
	X							Quantity of work output
	Λ	Х					201 2000	Reports to work on time
		X						Self-control and courtesy in dealing with others
	X				-			Understands and uses appropriate technology
	2 x	X						Willingness to do work assigned
		X						Written communication skills
						STATE OF THE STATE	Sales Sales	PERSONAL QUALITIES
CHARLES CO.	CHICAGO IN COLOR	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)

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:		Promotion [] Terminate Employment Continue/Renew Contract
Student Affairs	4/25/2013	Dr Hille Champion
Department	Date	Signature of Immediate Supervisor
Employee's Statement: I have revie	wed and discussed this performance	evaluation with my supervisor.
My comments:		
My comments:		
	110510	
	<u>4-25-13</u> Date	Signature of Employee
		oignature of Employee
Vice President's Comments and Re	commendations: visor Comments above	
See Super	visor Comments above	
Personnel Action Recommended:		
	[] Salary/Merit Increase [X]	Continue/Renew Contract
	4/25/2013	In Hille thampion
	Date	Signature of Vice President
President's Comments:		
	16.	
Instructions to Human Resources:		
contentation		
		L K = 1
	5/30/13	
	Øate	Sonature President
HUMAN RESOURCES USE ONLY		
	Exit Data	

TEXAS COLLEGE EMPL EE PERFORMANCE EVALL TION



Employee Name:		S.S.N	On File	
Date Hired On File	Date Last Promoted		_ Budget Cod	le
Job Title <u>Secretary, Office Manage</u>	r Evaluation Period: Fr	om_06-2011_	to	05-2012
Department Copy Center	Immediate Su	pervisor_	ristie Howard	
Reason for Evaluation: X Ann	ual 🗆 Mid-Year	□ Pro	bationary	□ 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.

	August Committee Com							
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
	经建筑			Biglie iv		MINE	建物理	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	ļ						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
D-AGENTA POSTA NO ANTI-	INCOME DATE	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			1				Student relationships (when applicable)

Supervisor's Comments and Recommendations:

SUMMARY STATEMENT

overall performa manages the Offices of Publ have proven to be valuable t necessary for Institutional Es	o the department. Gr	elopment along with eat at keeping record	Copy Cent s, she has	er with ease. She organized depart	e has wonderful pr tmental requisition	coofing skills that s and other items
to facilitate multiple projects	at once. I have learne	d that does	s not work	well under treme	endous pressure. I	But we have done
much better in planning print	project and adhering	to necessary turnarou	ind times.		inue on separate s	
Personnel Action Recommo		Probationary Period Merit Increase 5/1/2012 Date		Continue/Renew	Terminate Emp Contract Immediate Superv	
Employee's Statement: I ha	ave reviewed and disc	ussed this performand	ce evaluati	on with my super	rvisor.	
My comments:						

				(Cont	inue on separate s	heet if necessary)
		5 111 2012 Date	_ 1	Signatu	re of Employee	
Vice President's Comments	and Recommendati	ons:				
						1
D 14 (* D		nl	[] D		inue on separate s	
Personnel Action Recomme		Probationary Period Merit Increase		romotion [ontinue/Renew (] Terminate Emp Contract	noyment
	-					
		Date		Signature of	Vice President	
President's Comments:	fe or	· f	10	SAG	4/10	· me
		0				
Instructions to Human Reso	ources:					
	_	July Date			oldent	
HUMAN RESOURCES US	E ONLY					
Date Received	Positions Held	Exit Data Dates Employ	yed	Separation D	ate	
Date Filed					eparation	
Initials					ycheck Issued	
						2000

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



						CRub					
Dat	e Hir	ed		7/2	2011		I	Date Last Promoted _	N/A	Budge	et Code 1010
Joh	Title	e Cas	shier	R	LSK	se.	Evalu	ation Period: From	5/1/2013	to 4/3	30/2014
				1							
Dep	partn	nent	·	Busine	ss/Fi	nance			Immedia	ate Superv	isor Walter Mosley
Rea	son	for E	valu	ation:	X A	nnua	I	☐ Mid-Year	☐ Proba	itionary	□ Exit
RO	LE A	ND.	scoi	PE OF	EV	4 <i>LUA</i>	TION:	A periodic perform	ance evaluati	on is used l	by the College to
eva	luate	objec	ctive	an em	plove	e's pa	st perf	ormance. After com	pletion of this	evaluation	n, it should be reviewed
and	disci	ıssed	with	the er	nplo	vee. P	lease r	place an "X" in the ap	propriate blo	ck below.	
A15007/5-201											
				Ħ							
Outstanding	po		o)	Needs Improvement	ite	Not Applicable	No Chance to Observe				
and	တိ		uat	S	duz	cat	han				
utst	Very Good	Good	Adequate	eed	Inadequate	ot	0 2				
Ō	>	Ğ	Ą	ZE	In	ZZ	Z S				
		der.			N/S		King to		ONSTRATED.	JOB PERFO	RMANCE
	X		,	•				Ability to handle multip			
	X							Ability to meet deadline			
	X							Ability to work without		on	
	X							Acceptance and use of		~ 044040	
	X							Accuracy in checking for Alertness	or and correcting	gerrors	
	X							Consistency in checking	for and correct	ing errors	
	X							Consistently observes in	stitutional police	cies and proce	edures
	X							Dependability			
		X						Ease of learning new te	chniques and pr	ocedures	
	X							Initiative		6- C 1969-	
		X						Judgment and ability to	make decisions		
	X							Neatness and orderlines		ughness	
	X							Quantity of work outpu			
		X						Reports to work on time			
	X	7,						Self-control and courtes			
	37	X						Understands and uses a Willingness to do work		ology	
	X							Written communication			
Service S	Λ	A CONTRACT		Maria and	NEWS 212	500000000	0.0400.15398	Witten communication	PERSONAL	OUALITH	ES
ALTERNATIVE STATES	X							Capacity for independe			
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	X							Demonstrates superviso			
X								Exhibits honesty and in			
		X						Imaginative contributio	ns		
	X					2.30		Leadership			
	X							Loyalty	***		
	X							Oral communication sk			
	X							Professional appearance		avial ammant	
	X							Seeks self-improvemen	uprofessional de	evelopment	

Sense of responsibility
Staff relationships (when applicable)
Student relationships (when applicable)

X

ciliation tasks.	works well with all levels of staff and students. Ms.
	noving out of her comfort zone.
	(Continue on separate sheet if necessary
	Promotion [] Terminate Employment inue/Renew Contract
4/22/2014	WRY Markey Supervisor
Date	Signature of Immediate Supervisor
d this performance evalu	nation with my supervisor.
	and communication with customers
	com from others important touche and
•	ork to correct any issues or short coming
s I head improve	ment. Take critiques and make improvem (Continue on separate sheet if necessary
l-alm	Commue on separate sheet if necessary
103 100 14	Tub Of Donath
Date	Signature of Employee
1	
	(Continue on separate sheet if necessar
ationary Period [Promotion [] Terminate Employment
t Increase [X	
t Increase [X	Promotion [] Terminate Employment Continue/Renew Contract
t Increase [X	Promotion [] Terminate Employment
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t Increase [X 5/8/14] Date	Promotion [] Terminate Employment Continue/Renew Contract Continue/R
t Increase [X	Promotion [] Terminate Employment Continue/Renew Contract
t Increase [X 5/8/14] Date	Promotion [] Terminate Employment Continue/Renew Contract Continue/R
i i	ationary Period [t Increase [] Cont 4/22/2014 Date d this performance evaluate cleat in decisions as office area. To look the myself encl we all pred improves [08 20 4] Date

Date Filed Initials	Re for Separation Date Final Paycheck Issued
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TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name				<u> </u>		_ S.S.N	On F	file				
Da	te Hi	red_		7/:	2011		I	Date Last Promoted	N/A	Budge	t Code	1010
Jol	b Titl	le		C	ashie	r/K	kotan	Evaluation Period:	From_	5/1/20	12	to
	1/3/	0/201	3			/						
	4/3	0/201			_							
Department Business/Finance							2		_ Immed	liate Superv	isor W	alter Mosley
Reason for Evaluation: X Annual							l	☐ Mid-Year	☐ Prob	oationary	□ E	xit
eva	luate	obje	ctive	an em	ploye	ee's pa	ist perf	A periodic performan formance. After comple blace an "X" in the appr	etion of th	is evaluation		
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe					
	No.		Distant.	No.	政策能	NG BY		DEMON	STRATED	JOB PERFO	RMANO	CE
	X							Ability to handle multiple	tasks			
	X							Ability to meet deadlines				
	X							Ability to work without clo		ion		
		X						Acceptance and use of crit				
	X							Accuracy in checking for a	and correction	ng errors		
	X							Alertness				
	X							Consistency in checking for				
	X							Consistently observes insti	tutional pol	icies and proce	dures	
	X							Dependability				
		X						Ease of learning new techn	riques and p	rocedures		
	X	ļ						Initiative				
	X	-						Judgment and ability to ma				
	X							Neatness and orderliness o	f work/thore	oughness		MATERIAL PROPERTY OF THE PROPE
	X	77						Quantity of work output				
N 200	V	X						Reports to work on time	11:	:		
	X	X	-		•			Self-control and courtesy i				
	X							Understands and uses appr Willingness to do work ass		nology		
	X							Written communication sk				
252500	1	SAN		SERVICE STATES	S035/6					L QUALITIE	\$	
	X	NAME OF THE OWNER, OWNE			Production.			Capacity for independent t			3	
	X							Demonstrates ability to dir				
	X							Demonstrates supervisory		gc		
X		-						Exhibits honesty and integr				
		X						Imaginative contributions	,			
	X	1						Leadership		***************************************		
	X							Loyalty				
	X							Oral communication skills				
	X							Professional appearance/gr	coming			
		Y						Seeks self-improvement/pr		levelonment		

Sense of responsibility

	X .							Staff relationships (when applicable)
	X							Student relationship	s (when applicable
EMP	LOYE	E PER	FORM.	ANCE E	VALU	ATION	(continued	1)	
								SUMMARY STAT	TEMENT
Supe	rvisor			ts and I				I Townshow skills	should trust her judgment more at times. Ms. Smith
Ms.	Smit							l Jenzabar skills.	
has p	rovec	to be	a valı	uable as	set in	financ	cial aid re	conciliation tasks.	works well with all levels of staff and students. Ms.
Smit	h has	exhib	ited co	onsidera	able le	adersh	ip skills.		
1.0000000000000000000000000000000000000									
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-									
	No.								
						_			(Continue on separate sheet if necessary)
Pers	onnel	Actio	on Rec	comme	nded:			Probationary Period	[X] Promotion [] Terminate Employment
							Salary/l	Merit Increase	[] Continue/Renew Contract
	Busin	ness/F	inance	e				4/′.	30/2013
				tment				Date	Signature of Immediate Supervisor
						•		1.1.	
Emp	loyee	's Sta	itemer	it: I ha	ve rev	iewed	and disc	ussed this performanc	e evaluation with my supervisor.
Мус	omm	ents:							
lam	ga) tefu	ul for	r the	obbo	rtun	ity to	provide custor	ner Service to the institution and
wol	com	e 01	1 cor	മന്നുവ	ts to	help	n m	y shills ap imp	rovement. Prepared to learn as much
			oly c				,		
					78.36				(Continue on separate sheet if necessary)
								5/1/2013	() R
							:	Dete	Signature of Employee
								Date	Signature of Employee
Vice	Presi	dent'	s Con	ments	and F	Recom	mendati	ons:	
								71 1	
			\mathcal{I}	1005	a	n (EXCE	llent job	great attitude, good and
				100	nen	Aa L	la in	SORKER.	, ,
*****					14 vn 30				(C-vi-vi-vi-vi-vi-vi-vi-vi-vi-vi-vi-vi-vi-
									(Continue on separate sheet if necessary)
Pers	onnel	Actio	on Rec	comme	nded:			Probationary Period	[] Promotion [] Terminate Employment
						[]	Salary/I	Merit Increase	[X Continue/Renew Contract
								5/1/13	David Tolland
							_	Date	Signature of Vice President
Pres	ident	's Cor	nmen	ts:					
Instr	uctio	ns to	Huma	in Resq	urces	:	e.		/
			C	w7.	2000	2-/	'en	gand	
100								11,	
						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		5/20/02	
								Dat	or President
								, Luy	O. A. Toligonia

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name							ш		S.S.N	On Fil	<u>e</u>		
— Da	te Hi	red_		7/2	<u> 2011</u>		1	Date Last Promoted _	N/A	E	Budget Co	ode	
Job TitleCashier					ashie	er /B	destar	Evaluation Period	: From	7/201		to4/2012	
Department Business/Finance						<u> </u>		Immediate Supervisor Walter Mosley					
Reason for Evaluation: X Annual						Annua	1	☐ Mid-Year	☐ Proba	tionary	☐ Exi	t	
eva	luate	obje	ctive	an em	ploye	ee's pa	st perf	A periodic performant formance. After complete an "X" in the app.	etion of this	evaluation	by the Co.	llege to d be reviewed	
Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe						
			100						STRATED J	OB PERFC	RMANCE		
	X							Ability to handle multiple	tasks				
	37	X				ļ		Ability to meet deadlines					
	X	X						Ability to work without cl Acceptance and use of crit		n			
		X		-		-		Accuracy in checking for and correcting errors					
	X	Λ_						Alertness	and correcting	CHOIS			
	11	X						Consistency in checking for and correcting errors					
	X							Consistently observes inst	itutional polic	ies and proce	edures		
	X							Dependability					
		X						Ease of learning new techn	niques and pro	cedures			
	X							Initiative					
	X							Judgment and ability to ma			1.00		
	X							Neatness and orderliness of	of work/thorou	ghness			
	X							Quantity of work output					
	X							Reports to work on time	Jaalinaith	a thana			
	A	X						Self-control and courtesy i Understands and uses appr					
	X	^						Willingness to do work ass		nogy			
	71	X						Written communication sk				*	
				SEP IN SERVICE			September 1		PERSONAL	OUALITIE	ES		
PARTIE		X						Capacity for independent t				5.5-4	
	X							Demonstrates ability to dir					
	X							Demonstrates supervisory	ability	- 00.00			
X								Exhibits honesty and integ	rity				
		X						Imaginative contributions					
	X							Leadership					
	X							Loyalty					
	X							Oral communication skills					

X		Professional appearance/grooming
	X	Seeks self-improvement/professional colopment
X		Sense of responsibility
X	2	Staff relationships (when applicable)
X- =		Student relationships (when applicable)

EMPLOYEE PERFORMANCE EVALUATION (continued)

SUMMARY STATEMENT

Supervisor's Comments and Recommendation ill be scheduled for EXCEL		ing FY2013. works well with all levels	of staff and
students and has shown an ability to diffuse sit	tuations with her personali	ity. as accepted leadership roles in clo	sing and
coordinating grill inventory stocking.			
		(Continue on separate sheet	if necessarv)
	end Probationary Period ary/Merit Increase	[] Promotion [] Terminate Employn [X] Continue/Renew Contract	7
Business/Finance	4/.	25/2012	35
Department	Date	Signature of Immediate Supervisor	
Employee's Statement: I have reviewed and	discussed this performance	e evaluation with my supervisor.	
My comments:	in mars hamaladan in	- eval 1 much large had be more on	nfident
C		excel. I must learn and be more co	
· ,	•	Knowledge I have grined to accompt	
	•) what is expected of me by my supe	
when time parmits. To utilize my	time always in a f	productive monner to achieve grow	th.
3	•	(Continue on separate sheet	if necessary)
	4/30/12	Laber Dollar	
	Date	Signature of Employee	
Vice President's Comments and Recommen	dations:		

		(Continue on separate sheet i	
Personnel Action Recommended: [] Exte		[] Promotion [] Terminate Employm	ient
[] Sal	ary/Merit Increase	Continue/Renew Contract	,
	4/20/12	The state of the s	
	Date	Organise of Vice President	
President's Comments:			
Instructions to Human Resources:			
		2.111	

SOURCES US	E ONLY		
		Exit Data	
ate Received	Positions Held	Dates Employed	Separation Date
ate Filed			Reason for Separation
itials		_	Date Final Paycheck Issued

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TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Employee Name		S.S.N.: On File					
Date Hired:	Date Last Promoted:	Budge	et Code:				
Job Title: Public Relations Coordin	<u>ator</u> Evaluation Per	riod: From <u>July 1, 20</u>	11 to June 30, 2012				
Department: <u>Institutional Advance</u>	ment Immediate Superv	visor. Dr. Dwight J. F.	ennell				
Reason for Evaluation: X Annual	I ☐ Mid-Year	☐ Probationary	□ Exit				
ROLE AND SCOPE OF EVALUAT evaluate objective an employee's past and discussed with the employee. Ple	performance. After compl	letion of this evaluation					

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	
							Maria II	DEMONSTRATED JOB PERFORMANCE
	X	SALIN PORTE CONTROL						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		1000					Written communication skills
							物學表現	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)

Name of the contract of the co	ommendations:		
It is a joy to have a	nd her talents on staff.		
7.8			(Continue on separate sheet if necessary,
Personnel Action Recommende	ed: [] Extend Probationary [X] Caland Merit Increa		Promotion [] Terminate Employment Continue/Renew Cor tract
Department	Dat	•	ate Supervisor
Employee's Statement: I have	reviewed and discussed this pe	rformance eval	luation with my supervisor.
My comments:			
	5/14/3 Date	1012	(Continue on separate sheet if necessary) Signature of Employee
Vice President's Comments an	d Recommendations:		
Vice President's Comments an	d Recommendations:		
Vice President's Comments an	d Recommendations:		
Vice President's Comments an	d Recommendations:		
Vice President's Comments an	d Recommendations:		(Continue on separate sheet if necessary)
Vice President's Comments an			(Continue on separate sheet if necessary)] Promotion [] Terminate Employment] Continue/Renew Contract
	d: [] Extend Probationary [] Salary/Merit Increas	e [] Promotion [] Terminate Employment] Continue/Renew Contract
Personnel Action Recommende	d: [] Extend Probationary	e [Promotion [] Terminate Employment
	d: [] Extend Probationary [] Salary/Merit Increas	e [] Continue/Renew Contract
Personnel Action Recommende	d: [] Extend Probationary [] Salary/Merit Increas	e [] Promotion [] Terminate Employment] Continue/Renew Contract
Personnel Action Recommende President's Comments:	d: [] Extend Probationary [] Salary/Merit Increas	e [] Promotion [] Terminate Employment] Continue/Renew Contract
Personnel Action Recommende President's Comments:	d: [] Extend Probationary [] Salary/Merit Increas	e [] Promotion [] Terminate Employment] Continue/Renew Contract
Personnel Action Recommende President's Comments:	d: [] Extend Probationary	e [Promotion [] Terminate Employment Continue/Renew Contract Signature of Vice President
Personnel Action Recommende President's Comments: Instructions to Human Resource	d: [] Extend Probationary	e [Promotion [] Terminate Employment Continue/Renew Contract Signature of Vice President
Personnel Action Recommende President's Comments: Instructions to Human Resource	d: [] Extend Probationary	Data	Promotion [] Terminate Employment Continue/Renew Contract Signature of Vice President Signature of President

TEXAS COLLEGE EMPLOYEE PERFORMANCE EVALUATION



Em	ploy	ee Na	ame:	Chris	fie I	owan		S.S.N.: On File
Dat	te Hi	red:_					Date	e Last Promoted: Budget Code:
Job	Titl	e: Pu	blic	Relati	ons (Coord	inator	Evaluation Period: From 2013 to 2014
								t Immediate Supervisor: Distribution of the Immediate Supervisor:
Department. Institutional Advancement								Immediate Supervisor.
Reason for Evaluation: X Annual								☐ Mid-Year ☐ Probationary ☐ Exit
eva	luate	objec	ctive	an em	ploye	ee's pa	st perf	A periodic performance evaluation is used by the College to formance. After completion of this evaluation, it should be reviewed place an "X" in the appropriate block below.
Very Good Good Adequate Needs Improvement Inadequate Not Applicable No Chance to Observe						Not Applicable	No Chance to Observe	> h:
	19-19-19	新生物		TO THE ST				DEMONSTRATED JOB PERFORMANCE
		X						Ability to handle multiple tasks
		X						Ability to meet deadlines
		X						Ability to work without close supervision
		X		37				Acceptance and use of criticism
	W			Х				Accuracy in checking for and correcting errors Alertness
	X	-		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
	- V	X						Reports to work on time Self-control and courtesy in dealing with others
v	X	-						Understands and uses appropriate technology
X								Willingness to do work assigned
	Х							Written communication skills
		PERM		Estate.	a pullage	SKOW		PERSONAL QUALITIES
	X							Capacity for independent thought and planning
		X						Demonstrates ability to direct or manage
		X						Demonstrates supervisory ability Exhibits honesty and integrity
	v	X						Imaginative contributions
	X						-	Leadership
		Х						Loyalty
	X							Oral communication skills
	X							Professional appearance/grooming
	X						10000	Seeks self-improvement/professional development
	X							Sense of responsibility
	X							Staff relationships (when applicable) Student relationships (when applicable)
X	and the second				4			Student relationships (when appricable)

Supervisor's Comments and Recommendations: This year has been interesting. There appears to be a loss of focus with work. There also appears to be a strong engagement in projects outside the scope of immediate responsibilities.

(Continue on separate sheet if necessary) [] Terminate Employment [] Promotion Personnel Action Recommended: [] Extend Probationary Period [Salary/Merit Increase [X] Continue/Renew Contract mmediate Supervisor Date Department Employee's Statement: I have reviewed and discussed this performance evaluation with my supervisor. My comments: (Continue on separate sheet if necessary) Signature of Employee Vice President's Comments and Recommendations: (Continue on separate sheet if necessary) [] Terminate Employment Personnel Action Recommended: [] Extend Probationary Period [] Promotion] Salary/Merit Increase | Continue/Renew Contract Date Signature of Vice President President's Comments: Instructions to Human Resources: ature of President Date **HUMAN RESOURCES USE ONLY** Exit Data Dates Employed Positions Held Separation Date _ Date Received Reason for Separation _____ Date Filed Date Final Paycheck Issued _____ Initials

TEXAS COLLEGE EMPLJYEE PERFORMANCE EVALUATION

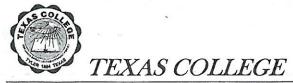


Employee Name: Christic Howard		S.S.N.: On File	
Date Hired: Date I	Last Promoted:	Budge	et Code:
Job Title: Public Relations Coordinator	Evaluation Perio	od: From July 1, 20]	z to June 30, 2013
Department: <u>Institutional Advancement</u>	_ Immediate Supervis	sort Dr. Dwhill Be	mell
Reason for Evaluation: X Annual	☐ Mid-Year	☐ Probationary	□ Exit
ROLE AND SCOPE OF EVALUATION: evaluate objective an employee's past perfo and discussed with the employee. Please pl	rmance. After complete	tion of this evaluation	

Outstanding	Very Good	Good	Adequate	Needs Improvement	Inadequate	Not Applicable	No Chance to Observe	A. S.		
		No.						DEMONSTRATED JOB PERFORMANCE		
	X					27 74 2711		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		
377	X			٠				Willingness to do work assigned		
	X			Maria Maria de la composición dela composición de la composición de la composición dela composición d				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	0.00						Leadership		
	X	. no communicates						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						İ		Student relationships (when applicable)		

Supervisor's Comments and Recommendations: It is important for become more accurate with checking for and correcting errors in crucial documents for the College. Additionally, we are pleased to have rejoin the College after her "break" in employment (approximately one month). (Continue on separate sheet if necessary) [] Terminate Employment Personnel Action Recommended: [] Extend Probationary Period Promotion Continue/Renew Contract] Salary/Merit Increase 5.31.1 Date ervisor Department Employee's Statement: I have reviewed and discussed this performance evaluation with my supervisor. My comments: rate sheet if necessary) Signature of Employee Vice President's Comments and Recommendations: (Continue on separate sheet if necessary) Personnel Action Recommended: [] Extend Probationary Period 1 Promotion [] Terminate Employment | Continue/Renew Contract] Salary/Merit Increase Signature of Vice President Date President's Comments: Instructions to Human Resources: **HUMAN RESOURCES USE ONLY** Exit Data Positions Held Dates Employed Separation Date ___ Date Received _____ Date Filed Reason for Separation ___ Date Final Paycheck Issued _____ Initials

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



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

903-593-0588 Fax: www.texascollege.edu

Office of the President

May 9, 2014



Dear The

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 pend 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 As an employee of Texas College, one of your College (except as otherwise provided by law). 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

Director of Human Resources CC:

> I accept the terms of the appointment as set forth herein. i do not accept the terms of this appointment.

Signature

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 -

Chandler TX 7578

Dear Mo. Cado.

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 in the position of Instructor of English effective August 11, 2014 - May 8, 2015. Your base salary in the position of policies 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 <u>Friday, May 23, 2014.</u>

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.

bdo not accept the terms of this expointment.

Signature

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 6, 2012



Dear Manuage.

I am pleased to confirm your employment with Texas College for the position of Administrative Assistant – Student Affairs effective June 11 2012 four base sales for the position of Administrative Assistant – Student Affairs effective June 11 2012 four base sales for the position of Administrative Assistant – Student Affairs effective June 11 2012 four bases along the position of Administrative Assistant – Student Affairs effective June 11 2012 for the position of Administrative Assistant – Student Affairs effective June 11 2012 for the position of Administrative Assistant – Student Affairs effective June 11 2012 for the position of Administrative Assistant – Student Affairs effective June 11 2012 for the position of Administrative Assistant – Student Affairs effective June 11 2012 for the position of Administrative Assistant – Student Affairs effective June 11 2012 for the position of Administrative Assistant – Student Affairs effective June 11 2012 for the position of Administrative Assistant – Student Affairs effective June 11 2012 for the Affairs effec

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,

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

Signatur

11-12 Date



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



Dear

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 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.

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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,

President

cc: Human Resource Manager

| accept the terms of the appointment as set forth herein.
| do not accept the terms of this appointment

Signature

7-3-11 Date



TEXAS CULLEGE

2404 North Grand Avenue
Tyler, Texas 75702
Mailing Address B. O. Box 4800 a

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

Phone: 903-593-8311, ext. 2270 Fax: 903-593-0538 www.texascollege.edu

Office of the President

June 1, 2010



Poor Ma. Huward

I am pleased to confirm your employment with Texas College for the position of Public Relations Coordinator effective July 5, 2010. Your base salary in 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 Employer 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.

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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.

Duridan

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

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



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,	201	1
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Mo Felicia defferson 5621 Old Bullard Rd, #257 Tylor, TX 76700

Dear M

I am pleased to confirm your employment with Texas College for the position of Switchboard Operator effective Types Switch

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.

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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,



cc: Human Resource Manager

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

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



I am pleased to confirm your employment with Texas College for the position of Housekeeper Your base salary in the 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.

CC:

Vice President for Academic Affairs

Human Resource Manager

accept the terms of the appointment as set forth herein.

do not accept the terms of this appointment

