

**3.7.2 The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. (Faculty evaluation)**

**Off-site Committee's Response**

The Faculty and Staff Handbook describe a procedure for faculty evaluation. This includes student evaluations in every course, annual classroom visits and evaluation by academic division heads, and the evaluations in the tenure and promotion process. Copies of completed student course evaluations and division head evaluations of one faculty member were included for review. Insufficient evidence was provided for the Committee to make a determination that Texas College regularly evaluates the effectiveness of its faculty.

**Institution's Response**

The Off-site Committee expressed no concerns about the evaluation process. The institution evaluates the effectiveness of each faculty member in accordance with published criteria, regardless of contractual or tenured status. The Committee did however express that the evidence was insufficient to make a determination if the College regularly evaluates the effectiveness of faculty. The institution evaluates faculty each year in keeping with the policy (see Attachment 3.7.2- A: Evaluation policy). In our initial response, we only provided one year of evaluations. To address the concerns of the Committee, the College is providing three samples of faculty evaluations, for three cycles to demonstrate that the evaluation process takes place in keeping with the policy (see Attachments 3.7.2-B).

**Documentation:**

- Attachment 3.7.2-A: Evaluation Policy (excerpt) from Faculty and Staff Handbook
- Attachment 3.7.2-B –Samples of faculty evaluations for a three-year cycle (Faculty – 1; Faculty – 2; & Faculty – 3)

Attachment 3.7.2-A: Evaluation Policy  
(excerpt) from Faculty and Staff  
Handbook

# TEXAS COLLEGE

Founded 1894



## Faculty and Staff Handbook

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## ***Performance Evaluation***

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

## ***Work Schedule***

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

### **Absence or Lateness**

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

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

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

### **Attendance**

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

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

### **Excessive Absenteeism or Lateness**

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

Attachment 3.7.2-B – Samples of Faculty  
Evaluations for a Three-Year Cycle  
(Faculty – 1; Faculty – 2; & Faculty – 3)



**TEXAS COLLEGE**  
**DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER**

Faculty Member: Mamta Gupta Date: 7-8-14 Department: Biology

Division Chair: Linda Johnson Division: Natural and Computational Sciences

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

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

**I. TEACHING (75%)**

It is my estimation that the above named faculty member:

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

*110 - 5.0*  
*22*

Evaluation of Faculty Member: XXXXXXXXXX

## II. SERVICE (15%)

The faculty member serves in the following ways:

advisor/mentor to students or student organization(s) <i>STEM CLUB, majors, enrollment advise for internships, jobs, careers</i>	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 <i>Involved in recruitment on campus</i>	0	1	2	3	4	(5)	NA
is amenable to committee assignments <i>Committee on technology, Library Committee, Professional Development, SACS reviewers</i>	0	1	2	3	4	(5)	NA
is involved in "New Student Orientation" <i>when asked</i>	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 <i>Recommendations, Disposition Upgrades attract students</i>	0	1	2	3	4	(5)	NA
participates in college assessment activities <i>data collection into program review &amp; models</i>	0	1	2	3	4	(5)	NA
provides or volunteers service to the local community <i>TYLER INDIAN ORGANIZATION</i>	0	1	2	3	4	(5)	NA

$41/11 = 4.56$

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

Rate evidence of significant involvement in any of the following:

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

$\frac{15}{14} = 1.07$

## IV. PROFESSIONAL GROWTH (5%)

Rate evidence of any of the following:

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

$\frac{10}{7} = 1.43$

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

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

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

VI. OVERALL RATING

		Score
I.	Teaching (75%) 5.00	3.75
II.	Service (15%) 4.50	0.68
III.	Research, Scholarship and Creative Activities (5%) 1.07	0.05
IV.	Professional Growth (5%) 1.43	0.07
	<b>Total</b>	<b>4.55</b>

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member: [REDACTED] LEADS THE BIOLOGY DEPARTMENT WHICH INCLUDES CHEMISTRY & PHYSICS. SHE RESPONDS TO ASSIGNMENTS QUICKLY AND WITH ACCURACY. SHE IS INVALUABLE TO THE DIVISION.

2. Perceived weaknesses of the faculty member: NONE.

3. Professional development and/or recommended actions for improvement. GROWTH  
 - CONTINUE WORKING ON MISSED GRANTS  
 - CONTINUE LAB UPGRADES CONDUCIVE TO STUDENT INTEREST  
 - CONTINUE TO UPGRADE TEACHING USING AVID STRATEGIES.

Signatures \*

[REDACTED]  
Faculty Member

04/08/14  
Date

[REDACTED]  
Division Chair

4/8/14  
Date

[REDACTED]  
Vice President for Academic Affairs

5/1/14  
Date

[REDACTED]  
President

6/1/14  
Date

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

Botany – BIOL 2470.01 Spring, 2014

5	5	5	5	4	5	5	5	5	5	5	4	Explained syllabus to class	58/12 = 4.83
5	5	5	5	5	5	5	5	5	5	5	4	Used time effectively	59/12 = 4.92
5	5	5	5	5	5	5	5	5	5	5	4	Instructor on time to class	59/12 = 4.92
5	5	5	5	4	5	5	5	5	5	5	4	Instructor gave clear examples	58/12 = 4.83
5	5	4	5	4	5	5	5	5	1	5	4	Instructor was challenging in class	53/12 = 4.42
5	5	5	5	4	5	5	5	5	5	5	4	Instructor maintained discipline	58/12 = 4.83
5	5	5	5	5	5	5	5	5	5	5	4	Instructor was available to students	59/12 = 4.92
5	5	5	5	5	5	5	5	5	5	5	4	Instructor respected students	59/12 = 4.92
5	5	5	5	5	5	5	5	5	5	5	4	Exams covered material covered in class	59/12 = 4.92
5	5	5	5	4	5	5	5	5	5	5	4	Clear directions given on exams/assignments	58/12 = 4.83
5	5	5	4	4	5	5	5	5	5	5	4	Learned a lot from the class	57/12 = 4.75
5	5	5	4	4	5	5	5	4	5	5	4	Student engaged in learning	56/12 = 4.67
5	4	5	4	3	5	5	5	4	5	5	4	Student put a lot of effort into the class	54/12 = 4.50
5	5	5	4	3	5	5	5	5	5	5	4	Student read and wrote a lot in this class	56/12 = 4.67
5	5	3	5	4	5	5	5	5	5	5	4	Instructor was fast in presenting the material	56/12 = 4.67
5	5	5	5	4	5	5	5	5	5	5	4	Overall the class was helpful	58/12 = 4.83
5	5	5	5	4	5	5	5	5	5	5	4	Technology was used for teaching	58/12 = 4.83

Average = 4.79

Student Comments:

Used all the forms of technology listed on the survey.

No improvement needed.

– Ecology – BIOL 3474.01 Spring, 2014

5	5	5	5	4	5	Explained syllabus to class	29/6 = 4.83
5	5	5	5	5	5	Used time effectively	30/6 = 5.00
5	5	5	5	5	5	Instructor on time to class	30/6 = 5.00
5	5	5	5	5	4	Instructor gave clear examples	29/6 = 4.83
5	5	5	4	5	4	Instructor was challenging in class	28/6 = 4.67
5	5	5	5	5	5	Instructor maintained discipline	30/6 = 5.00
5	5	5	5	5	4	Instructor was available to students	29/6 = 4.83
5	5	5	5	5	4	Instructor respected students	29/6 = 4.83
5	5	5	5	5	3	Exams covered material covered in class	28/6 = 4.67
5	5	5	5	5	3	Clear directions given on exams/assignments	28/6 = 4.67
5	5	5	4	4	4	Learned a lot from the class	27/6 = 4.50
5	5	5	4	3	4	Student engaged in learning	26/6 = 4.33
5	5	5	4	4	4	Student put a lot of effort into the class	27/6 = 4.50
5	5	5	4	3	3	Student read and wrote a lot in this class	25/6 = 4.17
5	5	5	5	5	3	Instructor was fast in presenting the material	28/6 = 4.67
5	5	5	5	5	4	Overall the class was helpful	29/6 = 4.83
5	5	5	5	5	4	Technology was used for teaching	29/6 = 4.83

Average = 4.72

Student Comments:

Used all the forms of technology listed on the survey.

Genetics – BIOL 3471.01 Spring, 2014

5	5	5	5	5	5	Explained syllabus to class	25/5 = 5.00
5	5	5	5	5	5	Used time effectively	25/5 = 5.00
5	5	5	5	5	5	Instructor on time to class	25/5 = 5.00
5	5	5	5	4	4	Instructor gave clear examples	24/5 = 4.80
5	5	5	4	5	5	Instructor was challenging in class	24/5 = 4.80
5	5	5	5	5	5	Instructor maintained discipline	25/5 = 5.00
5	5	5	5	4	4	Instructor was available to students	24/5 = 4.80
5	5	5	5	5	5	Instructor respected students	25/5 = 5.00
5	5	5	5	5	5	Exams covered material covered in class	25/5 = 5.00
5	5	5	5	4	4	Clear directions given on exams/assignments	24/5 = 4.80
5	5	5	4	5	5	Learned a lot from the class	24/5 = 4.80
5	5	5	4	5	5	Student engaged in learning	24/5 = 4.80
5	5	5	4	5	5	Student put a lot of effort into the class	24/5 = 4.80
5	5	5	4	5	5	Student read and wrote a lot in this class	24/5 = 4.80
5	5	5	5	5	5	Instructor was fast in presenting the material	25/5 = 5.00
5	5	5	5	5	5	Overall the class was helpful	25/5 = 5.00
5	5	5	5	5	5	Technology was used for teaching	25/5 = 5.00

Average = 4.91

Student Comments:  
Great class.

Vijayta Gupta

[illegible]

Average = 4.80

Student Comments:

No improvements to the class are needed; it is great.

You're great!



# TEXAS COLLEGE DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: [REDACTED] Date: 4/26/13 Department: BIOLOGY

Division Chair: [REDACTED] Division: NATURAL AND COMPUTATIONAL SCIENCES

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

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

I. TEACHING (75%)								
It is my estimation that the above named faculty member:								
conducts courses (e.g. content and organization) consistent with the course syllabi	0	1	2	3	4	(5)	NA	
contributes to the development of students' communication skills <i>CLASS ASSIGNMENTS, TESTS</i>	0	1	2	3	4	(5)	NA	
demonstrates enthusiasm for the subject matter <i>WORKS EVENING HOURS TO PREPARE LABS &amp; CLASSROOM</i>	0	1	2	3	4	(5)	NA	
explains and discusses the class attendance policy, in each class, at the beginning of each semester <i>WITH SYLLABUS</i>	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 <i>FOLLOWS CHAPTERS</i>	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 <i>BIOLOGY CLUB, FACULTY ADVISOR</i>	0	1	2	3	4	(5)	NA	
indicates availability to tutor or assist individual students outside of class <i>BOTH HERSELF &amp; STUDENT THROUGH SLC</i>	0	1	2	3	4	(5)	NA	
introduces students to new ideas and points of view <i>LABS, AUD STRATEGIES</i>	0	1	2	3	4	(5)	NA	
is persistent in promoting students' interest in the subject matter <i>STUDENT'S COMMENTS</i>	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 <i>VIDEOS, SMARTBOARD, JICS</i>	0	1	2	3	4	(5)	NA	
is well informed and familiar with the subject matter	0	1	2	3	4	(5)	NA	
is available to students during posted office hours and for appointments	0	1	2	3	4	(5)	NA	
is receptive to differing opinions	0	1	2	3	4	(5)	NA	
meets classes on time	0	1	2	3	4	(5)	NA	
meets classes as scheduled	0	1	2	3	4	(5)	NA	
presents subject matter in an interesting way <i>VIDEOS, ASSIGNMENTS, JICS</i>	0	1	2	3	4	(5)	NA	
respects students and treats them with courtesy <i>GOES OUT OF HER WAY TO ASSIST STUDENTS</i>	0	1	2	3	4	(5)	NA	
shows an interest and desire to help students succeed in class <i>CONDUCTS MANY TUTORING SESSIONS</i>	0	1	2	3	4	(5)	NA	
shows evidence of planning, organization and preparation <i>STUDIES MATERIAL TO UPGRADE COURSE CONTENT</i>	0	1	2	3	4	(5)	NA	

110 = 5.0  
22

Evaluation of Faculty Member: XXXXXXXXXX

## II. SERVICE (15%)

The faculty member serves in the following ways:

advisor/mentor to students or student organization(s)	FACULTY ADVISOR	0	1	2	3	4	(5)	NA
attends convocations and other required events	CHAPEL	0	1	2	3	4	(5)	NA
initiates mission-related campus activities involving faculty, staff and students	MAKER'S FAIRE	0	1	2	3	4	(5)	NA
is amenable to committee assignments	SAFETY/WASTE COMMITTEE	0	1	2	3	4	(5)	NA
is involved in "New Student Orientation"	AS ASSIGNED	0	1	2	3	4	(5)	NA
participates in campus activities outside normal work hours	CONVOCATIONS, GRADUATION	0	1	2	3	4	(5)	NA
participates in student recruitment and placement of graduates	RECOMMENDATION LETTERS / AREA COORDINATOR	0	1	2	3	4	(5)	NA
participates in college assessment activities	MSEIP, TITLE III DATA SUBMITTAL MSEIP TEAM MEMBER	0	1	2	3	4	(5)	NA
provides or volunteers service to the local community	MAKER'S FAIRE, TISD, INDIAN COMMUNITY	0	1	2	3	4	(5)	NA

45/45

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

Rate evidence of significant involvement in any of the following:

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

c/p = 0.91

## IV. PROFESSIONAL GROWTH (5%)

Rate evidence of any of the following:

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

10/9 = 1.11

# Evaluation of Faculty Member ~~XXXXXXXXXX~~

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

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

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

## VI. OVERALL RATING

		Score
I.	Teaching (75%)	5.0 X 0.75 = 3.75
II.	Service (15%)	5.0 X 0.15 = 0.75
III.	Research, Scholarship and Creative Activities (5%)	0.71 X 0.05 = 0.04
IV.	Professional Growth (5%)	1.43 X 0.05 = 0.07
	<b>Total</b>	<b>4.61</b>

## VII. RECOMMENDATIONS

- Perceived strengths of the faculty member: ~~XXXXXXXXXX~~ PROVIDES INVALUABLE LEADERSHIP AS AREA COORDINATOR FOR THE BIOLOGY DEPARTMENT WHICH ALSO INCLUDES CHEMISTRY AND PHYSICS. HER INTEREST IN, AND DEDICATION TO STUDENTS IS EVIDENCED BY HER STUDENT EVALUATIONS. SHE IS AN EXCITING PROFESSOR WHO SPARKS INTEREST IN HER STUDENTS.
- Perceived weaknesses of the faculty member: 2 BIOLOGY I COMBINE LAB & LECTURE SESSIONS IN ACCORDANCE WITH AVID STRATEGIES DR. GUPTA HAS BEGUN THIS PROCESS.
- Professional development and/or recommended actions for improvement.  
NONE

## Signatures \*

~~XXXXXXXXXX~~  
Faculty Member

4/29/13  
Date

~~XXXXXXXXXX~~  
Division Chair

4/26/13  
Date

~~XXXXXXXXXX~~  
Vice President for Academic Affairs

5-20-13  
Date

~~XXXXXXXXXX~~  
President

5/20/13  
Date

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

Summary of Student Evaluations Spring, 2013			
BIOL 1471.01	General Biology I	4.73	
BIOL 1471.02	General Biology I	4.87	
BIOL 2470.01	Botany	4.90	
BIOL 4470.01	Genetics	4.88	
	Average Score	4.85	

Genetics – BIOL 3471.01 Spring, 2013

5	5	5	5	5	5	3	Explained syllabus to class	103/21 = 4.90
5	5	5	5	5	5	5	Used time effectively	
5	5	5	5	5	5	5	Instructor on time to class	
5	5	5	5	5	5	5	Instructor gave clear examples	67/14 = 4.79
5	5	5	5	5	4	3	Instructor was challenging in class	
5	5	5	5	5	5	5	Instructor maintained discipline	105/21 = 5.0
5	5	5	5	5	5	5	Instructor was available to students	
5	5	5	5	5	5	5	Instructor respected students	
5	5	5	5	5	5	5	Exams covered material covered in class	69/14 = 4.93
5	5	5	5	5	4	4	Clear directions given on exams/assignments	
5	5	5	5	5	5	4	Learned a lot from the class	68/14 = 4.86
5	5	5	5	5	5	4	Student engaged in learning	
5	5	5	5	4	5	5	Student put a lot of effort into the class	64/14 = 4.57
5	5	5	5	4	3	3	Student read and wrote a lot in this class	
5	5	5	5	4	5	5	Instructor was fast in presenting the material	34/7 = 4.86
5	5	5	5	-	5	5	Overall the class was helpful	30/6 = 5.0
5	5	5	5	-	5	5	Technology was used for teaching	30/6 = 5.0

Average = 4.88

Student Comments:

Stop having our absences affect our grade.

Great teacher!!

It was great.

**Mamta Gupta**

[illegible]

Average = 4.73

No student comments

Mamta Gupta

Average = 4.87

## Student Comments:

The class is interesting. I enjoy coming every day.

More lab equipment for teacher. But overall great class.

There are no improvements needed.

**REDACTED**

Average = 4.90

Lab and class should be the same.

Dr. Gupta teaches the class perfect!!!

RECEIVED MAY 10 2013

To: [REDACTED]  
Vice-President for Academic Affairs  
From: [REDACTED]  
Division Chair for Natural and Computational Sciences  
Re: Request for Promotion for [REDACTED], Ph.D.

[REDACTED] has taught at Texas College for ten years, with a total of eleven years of experience in teaching biology at the college level.

[REDACTED] is a highly effective teacher and professional as evidenced by the outstanding scores given by students on her semester evaluations. Additionally, Dr. Gupta is invaluable to the Division in her capacity as Area Coordinator.

It is my experience working with [REDACTED] that she unfailingly provides requested Area Information for Biology, Chemistry, and Physics, she meets all of her teaching obligations coming to class prepared and on time, and that she is highly respected by students, faculty and staff. She is also a brilliant teacher who has taken the lead to implement AVID Strategies, and TEA Competencies into her classes. The results of her teaching show exceptional student learning statistics.

Without any reservation, I request a promotion for [REDACTED] from Assistant Professor, the position she now holds, to Associate Professor beginning with the Fall, 2013 semester.

Please let me know if you need any further information.



# TEXAS COLLEGE DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: [Redacted] Date: April 23/12 Department: Biology/Natural Science  
Division Chair: [Redacted] Division: \_\_\_\_\_

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

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

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

$$\frac{92}{22} = 4.18$$

Evaluation of Faculty Member:

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

$224/9 = 2.67$

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

$5/12 = 0.42$

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

$6/7 = 0.86$

Evaluation of Faculty Member:

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

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

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

VI. OVERALL RATING

	Score
I. Teaching (75%)	3.14
II. Service (15%)	0.4
III. Research, Scholarship and Creative Activities (5%)	0.02
IV. Professional Growth (5%)	0.04
Total	3.60

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member: *[redacted] is the Area Coordinator of Biology. She works well with students. However she needs to demonstrate professionalism in following the chain of communication.*
2. Perceived weaknesses of the faculty member:
3. Professional development and/or recommended actions for improvement.

*[redacted] I disagree with about professionalism in following communication. All the commands. All the PTO.*

Signatures \* *[redacted]* Date *04-23-12*

*[redacted]* Date *April 24, 2012*

*[redacted]* Date *5-1-12*

*[redacted]* Date *5/1/12*

Faculty Member

Division Chair

Vice President for Academic Affairs

President

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



**TEXAS COLLEGE**  
**DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER**

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

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

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

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

Evaluation of Faculty Member:

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

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

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

Evaluation of Faculty Member:

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

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

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

VI. OVERALL RATING

		Score
I.	Teaching (75%)	3.47
II.	Service (15%)	.42
III.	Research, Scholarship and Creative Activities (5%)	.00
IV.	Professional Growth (5%)	.38
	Total	4.27

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member:

*Very knowledgeable of course material*

2. Perceived weaknesses of the faculty member:

*none*

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

*none*

Signatures \*

*[Signature]*  
Faculty Member

*04/22/2014*  
Date

*[Signature]*  
Division Chair

*4/14/14*  
Date

*[Signature]*  
Vice President for Academic Affairs

*5/1/14*  
Date

*[Signature]*

*6/1/14*  
Date

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



# TEXAS COLLEGE DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

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

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

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

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

Evaluation of Faculty Member:

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

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

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

Evaluation of Faculty Member:

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

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

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

VI. OVERALL RATING

	Score
I. Teaching (75%)	3.67
II. Service (15%)	.56
III. Research, Scholarship and Creative Activities (5%)	
IV. Professional Growth (5%)	
Total	

VII. RECOMMENDATIONS

- Perceived strengths of the faculty member: Strengths includes: a variety of ways to present content material to students. He is very knowledgeable of content material. Assist student above and beyond office hours.
- Perceived weaknesses of the faculty member: No noticeable weakness
- Professional development and/or recommended actions for improvement. Prof Asuagwa should publish books relative to his major.

Signatures \*

Faculty Member

Date

Division Chair

Date

Vice President for Academic Affairs

Date

President

Date

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



TEXAS COLLEGE  
DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: [redacted] Date: 4/15/12 Department: [redacted]  
Division Chair: [redacted] Division: [redacted]

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

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

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

Evaluation of Faculty Member:

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

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

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

Evaluation of Faculty Member:

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

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

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

VI. OVERALL RATING

		Score
I.	Teaching (75%)	3.75
II.	Service (15%)	.55
III.	Research, Scholarship and Creative Activities (5%)	.17
IV.	Professional Growth (5%)	.50
	<b>Total</b>	<b>5.00</b>

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member:

*[Redacted] is a very knowledgeable instructor who has a genuine love for Texas College, the students and a caring spirit for other faculty members.*

2. Perceived weaknesses of the faculty member:

*No recognizable weaknesses*

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

Signatures \*

Faculty Member

*04/16/2012*  
Date

Division Chair

*4/16/12*  
Date

Vice President for Academic Affairs

*4-18-12*  
Date

President

*7/12*  
Date

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



## TEXAS COLLEGE DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: \_\_\_\_\_ Date: 4/21/14 Department: Religion

Division Chair: \_\_\_\_\_ Division: General Studies and Humanities

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

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

### I. TEACHING (75%)

It is my estimation that the above named faculty member:

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

3511

Evaluation of Faculty Member:

II. SERVICE (15%)

The faculty member serves in the following ways:

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

0.46

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

Rate evidence of significant involvement in any of the following:

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

0.67

IV. PROFESSIONAL GROWTH (5%)

Rate evidence of any of the following:

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

0.85

Evaluation of Faculty Member:

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

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

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

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

VI. OVERALL RATING

	Score
I. Teaching (75%)	3.51
II. Service (15%)	0.47
III. Research, Scholarship and Creative Activities (5%)	0.01
IV. Professional Growth (5%)	0.04
<b>Total</b>	<b>4.03</b>

VII. RECOMMENDATIONS

- Perceived strengths of the faculty member:  
Rev. Hood conducts lesson sessions related to the subject matter, which encourages critical thinking.
- Perceived weaknesses of the faculty member:  
[REDACTED] needs to manage discipline related issues.
- Professional development and/or recommended actions for improvement.  
[REDACTED] needs to attend professional development classes in technology in order to assist the students with research-based lessons.

Signatures \*

[REDACTED]  
Faculty Member

4-28-14  
Date

[REDACTED]  
Division Chair

4/28/14  
Date

[REDACTED]  
Vice President for Academic Affairs

5-1-14  
Date

[REDACTED]  
President

6/1/14  
Date

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

Texas College  
Division of Humanities and General Studies  
Student Survey

Spring 2014

[REDACTED] – Religion

RELI 1311 (Survey of the Bible)

Course Organization	4.80
	4.80
	4.80
Communication	4.79
	4.67
Faculty/Student Interaction	4.76
	4.70
	4.83
Assessment/Exam	4.80
	4.83
Course Outcome	4.86
	4.83
Student Effort	4.79
	4.67
Caverned Materials	4.83
Overall	4.77
Technology	4.40
	4.76

Column1	
Mean	4.76
Standard Error	0.03
Median	4.80
Mode	4.80
Standard Deviation	0.11
Sample Variance	0.01
Kurtosis	7.50
Skewness	-2.52
Range	0.46
Minimum	4.40
Maximum	4.86
Sum	80.93
Count	17

Texas College  
Division of Humanities and General Studies  
Student Survey

Spring 2014

XXXXXXXXXX Religion

RELI 3323 (Sociology & Religion)

Course Organization	4.75
	5.00
	5.00
Communication	4.75
	5.00
Faculty/Student Interaction	5.00
	4.75
	5.00
Assessment/Exam	5.00
	5.00
Course Outcome	4.75
	5.00
Student Effort	5.00
	5.00
Caverned Materials	4.75
Overall	5.00
Technology	4.00
	4.87

Column1	
Mean	4.87
Standard Error	0.06
Median	5.00
Mode	5.00
Standard Deviation	0.25
Sample Variance	0.06
Kurtosis	9.27
Skewness	-2.82
Range	1.00
Minimum	4.00
Maximum	5.00
Sum	82.75
Count	17

Texas College  
Division of Humanities and General Studies  
Student Survey

Spring 2014

██████████ – Religion

RELI 1312 (Comparative World Religion)

Course Organization	4.58
	4.58
	4.83
Communication	4.75
	4.42
Faculty/Student Interaction	4.83
	4.67
	4.83
Assessment/Exam	4.83
	4.83
Course Outcome	4.50
	4.67
Student Effort	4.25
	4.42
Caverned Materials	4.67
Overall	4.50
Technology	3.67
	4.58

Column1	
Mean	4.58
Standard Error	0.07
Median	4.67
Mode	4.83
Standard Deviation	0.29
Sample Variance	0.09
Kurtosis	5.21
Skewness	-1.99
Range	1.17
Minimum	3.67
Maximum	4.83
Sum	77.83
Count	17

Texas College  
Division of Humanities and General Studies  
Student Survey

Spring 2014

Prof. Mark Hood – Religion

RELI 3312 (Philosophy of Religion)

Course Organization	4.75
	4.75
	4.75
Communication	5.00
	5.00
	5.00
Faculty/Student Interaction	5.00
	5.00
	5.00
Assessment/Exam	4.75
	4.75
	4.75
Course Outcome	5.00
	5.00
	5.00
Student Effort	5.00
	5.00
	5.00
Caverned Materials	5.00
Overall	5.00
Technology	3.75
	4.85

Column1	
Mean	4.85
Standard Error	0.07
Median	5.00
Mode	5.00
Standard Deviation	0.31
Sample Variance	0.09
Kurtosis	11.59
Skewness	-3.21
Range	1.25
Minimum	3.75
Maximum	5.00
Sum	82.50
Count	17



TEXAS COLLEGE  
DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: [REDACTED] Date: 4/29/13 Department: Humanities

Division Chair: [REDACTED] Division: Humanities & G. Studies

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

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

**I. TEACHING (75%)**

It is my estimation that the above named faculty member:

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

3.1

Evaluation of Faculty Member:

II. SERVICE (15%)

The faculty member serves in the following ways:

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

0.3

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

Rate evidence of significant involvement in any of the following:

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

0.07

IV. PROFESSIONAL GROWTH (5%)

Rate evidence of any of the following:

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

0.04

Evaluation of Faculty Member:

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

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

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

VI. OVERALL RATING

		Score
I.	Teaching (75%)	3.1
II.	Service (15%)	0.3
III.	Research, Scholarship and Creative Activities (5%)	.007
IV.	Professional Growth (5%)	
Total		3.4

VII. RECOMMENDATIONS

1. Perceived strengths of the faculty member:

Well organized  
cooperative

2. Perceived weaknesses of the faculty member:

Leave of absence

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

Attend Classroom Technology Professional development

Signatures \*

  
Faculty Member

4/29/13  
Date

  
Division Chair

4/29/13  
Date

  
Vice President for Academic Affairs

5-20-13  
Date

  
President

5/20/13  
Date

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

Division of Humanities and General Studies									
Class Evaluation Form									
Spring 2013	1	2	3	4	5	NA	TOTAL SCORE AVG	CLASS AVG	
1. Syllabus			1	1	9				
2. Time management				1	10				
3. Punctuality					11				
4. Clear examples					11				
5. Challenging			2	1	8				
6. Discipline				1	10				
7. Availability					11				
8. Respectful					11				
9. Exams					11				
10. Directions for tests					11				
11. Learning				1	10				
12. Engaged in learning				1	10				
13. Effort				3	8				
14. Reading and writing			1	3	8				
15. Material covered					11				
16. Helpful				1	10				
17. Technology	2	2	2		5				
TOTAL SCORE	2	4	18	52	825		53	4.818182	
How can this course be improved?									
I like the way this is class is the way it is now.									
more technology									
Score= # of students selecting each score item									
Total Score= # of students in each column multiplied by the score for that column									
Total Score Average = Total Score from columns 1-5 divided by the # of questions									
Class Average = Total Score Average divided by the # of students									

TEXAS COLLEGE

DIVISION CHAIRPERSON'S EVALUATION OF FACULTY MEMBER

Faculty Member: [REDACTED] Date: 4/12/12 Department: Religion  
 Division Chair: [REDACTED] Division: GenStds & Humanities

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

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

5.33 4.045 89 (2436)  
 84  
 89  
 3.033

## II. SERVICE (15%)

The faculty member serves in the following ways:

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

(0585) 1039 39 (3)(3)(4)

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

Rate evidence of significant involvement in any of the following:

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

135 2.74 38 (9) (5)

## IV. PROFESSIONAL GROWTH (5%)

Rate evidence of any of the following:

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

3.857 2.05 (1)(6) 271  
(19285)

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

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

- |   |                |
|---|----------------|
| 1. Office hours for the semester or summer term.        | Yes (X) No ( ) |
| 2. Syllabus for each course taught during the semester. | Yes ( ) No (X) |
| 3. Updated curriculum vitae.                            | Yes ( ) No (X) |

## VI. OVERALL RATING

I.	Teaching (75%)	Score
II.	Service (15%)	3.033
III.	Research, Scholarship and Creative Activities (5%)	.585
IV.	Professional Growth (5%)	.135
TOTAL		.192
		3.945

## VII. RECOMMENDATIONS

- Perceived strengths of the faculty member:  
Uses gift of memorization to pursue state learning outcomes.  
Strong public speaking skills - comprehensive communication
- Perceived weaknesses of the faculty member:  
Limited experience  
to incorporate tech into state learning
- Professional development and/or other recommended actions for improvement:  
Continued participation in tech workshops

Signatures\*

Faculty Member

Division Chair

Vice President for Academic Affairs

President

Date

Date

Date

Date

## HUMAN RESOURCES USE ONLY

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

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