

## Performance Evaluations

### Evaluation Policy

According to the Paris Junior College Policy DLA (local), “all new personnel shall be formally evaluated on an annual basis after one year of service and then annually until the completion of five years of service. Employees with five or more years of service shall be evaluated every three years. The status of an employee may require more frequent evaluation.” Part-time instructors shall be formally evaluated during the first course taught and thereafter at the discretion of the Vice President as needed. The purpose of the evaluation is to raise the quality of service, raise the standard of performance, and aid the individual employee to grow and improve, and to determine an individual employee’s future employment potential with the College.

### Evaluation Procedure

Job descriptions, which outline the scope of duties and responsibilities, are developed for each job area and are distributed to employees and supervisors. The job description forms the foundation of the evaluation. During each year, the employee is expected to discharge the responsibilities of the job description and take advantage of training opportunities. During the year, the supervisor should complete incident reports as warranted to document unusual occurrences of either a positive or negative nature involving the employee. Copies of such reports shall be provided to the employee and maintained in the supervisor’s files. The Human Resources Office will send an email with the evaluation packet to each employee being evaluated and the supervisor. The packet will include evaluation tools for the employee’s self-evaluation, if required. The packet will also contain a copy of the current job description for review and return the signed document to the Human Resources office. The employee will distribute the evaluation tools as appropriate and then complete the self- evaluation.

For summative evaluations, the supervisor of the employee being evaluated receives the self-evaluation and completes the formal evaluation of the employee, taking into consideration these reports and other information as appropriate. Comments should be noted on the evaluation instrument. Any ratings other than “expected performance” must be documented with specific comments to substantiate the rating. A formal appraisal interview to discuss the evaluation shall be scheduled by the supervisor. The supervisor’s evaluation of both positive and negative characteristics of the employee’s job performance should be discussed in detail. The employee may add comments to the evaluation form and both the employee and the supervisor should sign and date the evaluation form.

Should an employee feel that a supervisor rating is arbitrary or in error, the employee may discuss the matter with the supervisor in an attempt to reconcile the matter and may note any disagreement on the evaluation form. If the employee does not agree with the information on the form, he/she may submit a written response to the administrative head of the department within five (5) business days of the meeting. Should this process not resolve the disagreement to the employee’s satisfaction, the employee may appeal following the grievance procedure outlined in Paris Junior College Policy DGBA (local). All evaluations remain on file in the Human Resources Office as stipulated in the State of Texas Library and Archives Commission records retention schedule.

### Performance Evaluation Procedures for Full-Time Faculty Members

The Human Resources Office sends an evaluation via email for full-time faculty members to the division director or dean. The email includes the evaluation tool, a job description, and an instruction sheet. If the faculty member’s primary teaching assignment is at an off-campus center, the email will contain an *Off-Campus Director(s) Comments Concerning Instructional Performance* form. Human Resources sends the *Off-*

*Campus Director(s) Comments Concerning Instructional Performance* form to the employee, division director or dean, and off campus director(s). The faculty member forwards the self-evaluation and the other copy of the evaluation form to the division director or dean. The off-campus director(s) sends the completed *Off-Campus Director(s) Comments Concerning Instructional Performance* form directly to the faculty member's division director or dean. Once the division director or dean receives the materials, he/she completes an evaluation of the faculty member's performance. The faculty member's growth goals should also be considered in the evaluation process. The division director or dean and the faculty member then meet to discuss the evaluation and the Faculty Growth Goals and both sign the form. If the faculty member does not agree with the information on the form, he/she may submit a written response to the Vice President within five (5) business days of the meeting. The Vice President forwards all materials, including a written response, to the Human Resources office via the President. Should this process not resolve the disagreement to the employee's satisfaction, the employee may appeal following the grievance procedure outlined in Paris Junior College Policy DGBA (local). All evaluations remain on file in the Human Resources Office as stipulated in the State of Texas Library and Archives Commission records retention schedule.

### **Performance Evaluation Procedures for Part-Time Faculty Members**

The Human Resources Office emails evaluations for first semester, part-time faculty members to the division chair approximately during the ninth week of the first semester in which the part-time faculty member teaches. The email contains the evaluation tool, a job description, and an instruction sheet. If the faculty member's primary teaching assignment is at an off-campus center, the email will contain an *Off-Campus Director(s) Comments Concerning Instructional Performance* form. The division chair sends the *Off-Campus Director(s) Comments Concerning Instructional Performance* form to the off-campus director(s) and a copy of the evaluation to the part-time faculty member. The part-time faculty member and the off-campus director(s) complete the forms and forward them to the division chair. Once the division chair receives the materials, he/she completes an evaluation of the faculty member's performance. The division chair and the faculty member then meet to discuss the evaluation and both sign the form. If the faculty member does not agree with the information on the form, he/she may submit a written response to the division chair/instructional Vice President within five (5) business days of the meeting. The division chair/instructional Vice President forwards all materials, including a written response, to the Human Resources office via the instructional Vice President of the area. Should this process not resolve the disagreement to the employee's satisfaction, the employee may appeal following the grievance procedure outlined in Paris Junior College Policy DGBA (local). All evaluations remain on file in the Human Resources Office as stipulated in the State of Texas Library and Archives Commission records retention schedule. Once the part-time faculty member has been evaluated during his/her first semester to teach, the division chair/instructional Vice President may initiate any subsequent evaluation as he/she deems necessary by contacting the Human Resources office for the materials.

### **Faculty Growth Goals**

Faculty growth goals must be completed every fall semester and should address the department's institutional effectiveness plans, comments from *Student Survey of Instruction*, and the summative evaluation completed by the employee and the supervisor. These goals must be submitted to the instructional supervisor and once the first cycle has been completed, the instructor will provide a brief progress report every October on the previous year's growth goals. These documents will be maintained in the instructional supervisor's files.

### **Student Survey of Instruction**

Students shall complete formative evaluations of each instructor during each long semester. Formative evaluations (Student Survey of Instruction forms) are used to improve teaching performance and bring about positive changes in instruction. Evaluative summaries and transcribed data from the student survey

forms done for each instruction will be generated by the Institutional Research Office and sent to the instructor's supervisor. After the supervisor has reviewed the summaries and transcribed data from the forms, the summary and transcribed data shall be returned to the instructor after grades for the semester are submitted to the Records Office. These forms are not retained in the faculty member's personnel file nor are they considered for employment decisions.