



ANNUAL PLAN/SELF-EVALUATION

for Academic Faculty (Counseling Only)

Employee's Information				
Name	Position/Title		Department	
Evaluation Academic Year _____ Note: The Evaluation is for the academic year from July 1 st to June 30 th , however activities performed after April 1st may be used on the following year's plan if they weren't accounted for within that year's activities.		Plan Submission Date	Plan Revision Date	Evaluation Date
Instructions				

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S4: College/Appropriate Community Service—College Service <i>(choose one activity)</i>	Plan	Achieved
<p>a) Actively participate on one of the following:</p> <ul style="list-style-type: none"> • College standing committee • Senate standing committee • Another college committee, created by administration or the Faculty Senate • Faculty screening committee • Program advisory committee 	<input type="checkbox"/>	<input type="checkbox"/>

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S6: Faculty Professional Development—In-Service Training <i>(choose one activity)</i>	Plan	Achieved
<i>a) Two TMCC professional development sessions throughout the year, including during Professional Development Days (name them below).</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>b) Required training sessions (e.g., sexual harassment, active shooter training, etc.; name them below).</i>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENDABLE/EXCELLENT REQUIREMENTS

To receive **Commendable or Excellent**, you must fulfill **ALL Satisfactory requirements AND:**

- **Commendable 1:** 5 points from C/E1–C/E3; a minimum of 2 points shall come from C/E1
- **Commendable 2:** 8 points from C/E1–C/E3; a minimum of 3 points shall come from C/E1
- **Excellent 1:** 12 points from C/E1–C/E3; a minimum of 6 points shall come from C/E1 and also include activities from both C/E2 and C/E3.
- **Excellent 2:** 18 points from C/E1–C/E3; a minimum of 8 points shall come from C/E1 and also include activities from both C/E2 and C/E3.

Faculty member will determine the "Performance Achieved" value for the Self-Evaluation.

*** Use of Activity Multiplier**

If two or more highly significant activities fall into one "planned activity" category, then the value of that activity may be multiplied. For example, C/E 1 a. is "teach an established course for the first time," and is a value of 2. Completing one new course is a total of 2 points, and completing two new courses is a total of 4 points. Specifics must be provided in the description box so that each significant activity is clearly described. Faculty are responsible for making and error-checking final tallies. Multiple counts will only be considered for highly significant activities.

Activities marked with an asterisk (*) are eligible to be multiplied. The final determination and number of times an activity may be multiplied is determined through agreement with the chair/dean/director, who will base the decision on whether or not the activities meet the following criteria:

- Is an expression of the employee's professional training (disciplinary-related).
- Involves a critical contribution to colleagues, the department, the division, or the college.

C/E1: Primary Job Responsibilities	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
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a) Facilitate a support group

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
j) Interpret career interest and personality inventories.	<input type="checkbox"/>	1.5		

k) Observe other faculty teach a class or run a workshop.

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C/E1: Primary Job Responsibilities <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier
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C/E1: Primary Job Responsibilities *(continued)*

Planned

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	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
C/E2: College/Appropriate Community Service				

a) In addition to S5 from "Satisfactory": Actively participate on another college standing committee created by administration/department/Faculty Senate. *

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C/E2: College/Appropriate Community Service *(continued)*

Planned

C/E2: College/Appropriate Community Service *(continued)*

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
p) Collaborate with teaching faculty (such as in learning communities, etc.).	<input type="checkbox"/>	2.5		
q) Participate in Planning Council or Planning Council sub-committee.	<input type="checkbox"/>	1.5		
r) Conduct on-campus training for faculty, staff or students.	<input type="checkbox"/>	2.0		
s) Develop and implement a diversity training or workshop for faculty, staff or students.	<input type="checkbox"/>	2.5		
t) Perform volunteer work in community, related to the counseling profession.	<input type="checkbox"/>	2.0		

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C/E2: College/Appropriate Community Service <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)
u) Actively serve on or participate in community advisory boards, government boards, school boards and other boards as approved by the director.	<input type="checkbox"/>	2.5		
v) Serve on a PUR self-study committee outside of your discipline.	<input type="checkbox"/>	1.0		

w)

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C/E3: Faculty Professional Development <i>(continued)</i>	Planned Activity	Activity Value	Activity Multiplier	Total Points (Activity Value x Multiplier)

PERFORMANCE SCORING

Satisfactory Requirements

Satisfactory requirement met: Yes No

C/E1-C/E3 Commendable/Excellent Requirements

Total from C/E1 = Total from C/E2 = Total from C/E3 = **Total Commendable/Excellent =**

PERFORMANCE RATING ACHIEVED

Unsatisfactory Satisfactory Commendable 1 Commendable 2 Excellent 1 E E8 7.0 m6.24 0

ADDITIONAL COMMENTS:

