



FACULTY SELF EVALUATION/ SUPERVISOR'S EVALUATION

(Including Program Coordinators and Division Directors)

Employee: Julia Ramirez	Position: Adjunct Professor
Supervisor: David Shane Wallace	Title: Coordinator of English and Humanities
Evaluation Period: 2020-2021	Today's Date: March 29, 2021
Faculty Status (circle one) <div style="display: flex; justify-content: space-around; align-items: center;"> FT Tenured FT Non-Tenured Part-time </div>	

Employee: Please assess your performance by completing Parts A-E Employee's Ratings and Comments. Enter the numeric performance value. Return the completed document to your supervisor prior to appraisal meeting. After the appraisal meeting, complete Part F-2 Employee's Comments.

Supervisor: Please assess the employee's performance by completing Part A-E Supervisor's Ratings and Comments. Enter the numeric performance value. Complete Part F and G Supervisor's Assessment.

PERFORMANCE VALUES

N/A	1	2	3	4	5
Not applicable /no opportunity to observe	Does not meet standards	Needs improvement, below expectations	Expected performance, meets expectations	Sometimes goes beyond expectations	Clearly outstanding, exceeds expectations

PART A: TEACHING AND LEARNING

COMPETENCIES	SUPERVISOR'S RATING	EMPLOYEE'S RATING
1. Demonstrates command and competence in subject matters/across discipline.	4	4
2. Communicates effectively (both orally and written).	3	3
3. Strives to improve teaching and learning (improving course material, applying new knowledge or teaching strategies, etc.).	3	3
4. Assists in curriculum development as appropriate.	3	3
5. Maintains accurate records of student progress.	4	4
6. Prepares and distributes updated syllabi for all assigned classes.	5	5

Comments (required for any item scored below expected performance):

I am always trying to learn new ways of improving the course content. I haven't come across text books that I like that are better than what is currently being used. The syllabi for my courses are very detailed and specific, including due dates and weights of points assigned to each assignment.

PART B: PROFESSIONALISM

COMPETENCIES	SUPERVISOR'S RATING	EMPLOYEE'S RATING
1. Maintains proper standards regarding student confidentiality, honesty, and integrity.	5	5
2. Maintains effective working relationships with other faculty, staff, and administrators.	3	3
3. Participates in professional development activities to maintain current knowledge of subject matter and the teaching field as appropriate.	4	4
4. Understands and adheres to college and departmental policies and procedures.	3	3
5. Work is timely, thorough and complete, and exhibits an overall lack of errors.	3	3

Comments (required for any item scored below expected performance):

I feel like I'm still new to teaching at a college level, and since I don't teach on campus, it makes it difficult to meet new people and get a better understanding of college and departmental policies and procedures. I would love for this to be a full time job!

PART C: SERVICE TO DEPARTMENT, COLLEGE AND COMMUNITY

COMPETENCIES	SUPERVISOR'S RATING	EMPLOYEE'S RATING
1. Attends department/division meetings regularly.	N/A	N/A
2. Assists in departmental activities as appropriate.	N/A	N/A
3. Participates in student and college activities.	N/A	N/A
4. Actively participates on at least one institutional committee.	4	4

Comments (required for any item scored below expected performance):

I have attended the GPS meetings with University of Houston for planning purposes for the educational courses and pathways.

PART D: STUDENT/PROGRAM SUCCESS

COMPETENCIES	SUPERVISOR'S RATING	EMPLOYEE'S RATING
1. Responds in an effective and timely manner to assist students.	4	4
2. Posts and maintains appropriate office hours.	4	4
3. Implements appropriate strategies and actions to support student success and assess student learning outcomes.	4	4
4. Supports recruitment (if appropriate) and retention of students.	4	4
5. Advises and tutors students as needed and makes referrals as necessary.	3	3

Comments (required for any item scored below expected performance):

I work closely with the Director of CTE at Ball High and the BESTT teacher at Ball High to recruit Seniors at Ball High in the future teacher program to sign up for classes as a dual credit with me for Intro to Teaching and Intro to Special Pops.

PART E: ADMINISTRATIVE DUTIES (For Program Coordinators and Division Directors)

COMPETENCIES	SUPERVISOR'S RATING	EMPLOYEE'S RATING
1. Submits all required work, such as budgets, schedules, and timesheets, in a timely manner.	N/A	N/A
2. Demonstrates initiative to complete necessary tasks with little or no direction.	N/A	N/A
3. Works collaboratively with faculty within their area to insure effectiveness and accountability.	N/A	N/A
4. Demonstrates critical thinking and problem solving skills.	N/A	N/A

Comments (required for any item scored below expected performance):

PART F: OTHER DATA REVIEWED

Yes	No	N/A	
	X		Student Evaluations Conducted and Discussed
		X	Classroom Observation Conducted and Discussed
		X	Professional Development Plan /Activities Reviewed (Full-time only)
X			Grade Distributions; Completion and Retention Data Reviewed and Discussed
	X		Learning Outcomes and Assessments Reviewed and Discussed

PART G: SUMMARY

1. Supervisor's assessment of overall job performance during the last rating period.

To complete this review, I was given access to the Canvas shells for Julia's EDUC 1301 and 2301 classes. Her classes are well organized and easy to follow. The assignments are straightforward and are directly linked to the assigned readings. Julia includes relevant links throughout her classes, which allows students to see the information from the course at work in the real world. She also regularly includes discussions to allow students to interact and learn from their peers. I was pleased to learn a fair amount about k-12 education when completing this evaluation.

Since Julia started teaching these classes for GC, the enrollment has grown. She has done solid recruitment for the classes and is an asset to our institution.

2. Employee's Comments:



3/31/2021

Employee's Signature*

Date

**NOTE: The employee's signature does not necessarily signify his/her agreement with the appraisal; it simply means the appraisal has been discussed with you.*



3/31/2021

Supervisor's Signature

Date

Received by Dean and/or Vice President:

Dean's Signature (*If Applicable*)

Date

Vice President's Signature

Date

Please submit this form along with a copy of Classroom Observation Form and faculty's Professional Development Plan (full-time only) to the Vice President of Instruction prior to March 1st for full-time faculty and April 1st for adjunct faculty.