Guidelines for Preparing the Teaching Associate Performance Evaluation
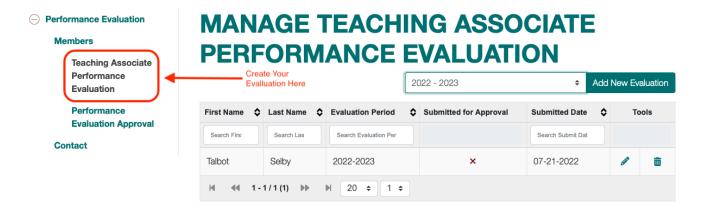*AY 2022-2023*

Preparing the Teaching Associate Performance Evaluation

Complete the Teaching Associate Performance Evaluation and submit it, along with an updated curriculum vitae, all syllabi, and student evaluations to your Department Chair or Coordinator on or before the fourth Friday in May, or May 26, 2023. The evaluation form can be accessed through the hyperlink above or please follow the link:

https://www.coastal.edu/app/tealonline/taevaluation/ta_performance_evaluation.html

Please be sure to select, "Teaching Associate Performance Evaluation." (See below)

Teaching Associate Performance Evaluation (Select to create an annual evaluation)

Please Read These Additional Directions:

1. Student evaluations of teaching are required of all faculty for all courses. Upload a copy of the evaluations for all courses taught for the current academic year (AY2022-2023) and summer courses from the previous academic year (Summer 2022), if available, with your annual evaluations. Evaluations can be found on Campus Labs under "Course Evaluations": https://coastal.campuslabs.com.

2. All attachments are required to be PDFs. *Word Documents or other formats will not be accepted*. Please upload multiple documents at one time. When adding multiple files at one time, such as when adding student evaluations for one semester, please select all PDF files at one time and upload them to the online form.

3. There are optional categories that are available for Teaching Associates to complete, including but not limited to scholarly work, service, and professional development. These categories are optional and not required to be completed.

4. When you have finished, please check the box labeled, "Check this checkbox to complete this form." Once that is checked and you select "submit," the online system will send an email to your Department Chair, or Coordinator, to notify them that your evaluation is complete and ready for review. By the third Friday in July, or July 16, 2023, your chair will review your Faculty Performance Evaluation and make performance recommendations. All evaluation reviews will need to be signed by August 15, 2023.

Your chair will enter an overall rating based upon the following annual distinctions:

- excellent
- favorable
- conditional
- unfavorable

5. You will receive an email notification that the chair, or coordinator, has submitted the evaluation and is ready for your review. Your chair may meet with you individually to discuss your performance. You must electronically sign the evaluation and submit your signature by August 15, 2021. Your electronic signature does not signify concurrence with the chair's evaluation; it indicates that you have read the evaluation.

Request a Review

If any faculty member feels that the chair or coordinator evaluation is unfair, then you may file a letter with the dean requesting a written review of the annual evaluation. The dean will then add their own written comments and interpretation of your performance, citing supporting evidence if the evaluation differs from that of the chair. Appeals must be submitted in full to Dean Bornholdt within 15 working days of receipt of the evaluation.

Tips and Tricks for the Teaching Associate Performance Evaluation

- Be sure to select the proper evaluation period (Date Range) before clicking "Add New Evaluation";
- Under "Personal Data," please be sure to select your primary department and current position. If you select the wrong department your officially submitted form will go to the wrong evaluator;
- All documents uploaded to the online system must be in a PDF format;
- Clicking "Submit" at the bottom of the page will save your active or current form;
- When finished with your evaluation, please check the box labeled "Check this checkbox to complete this form." This box is placed just above the "Submit" button. Once this is checked and the form is submitted, you will no longer be able to update the form;
- Content Questions? Contact your department chair;
- Technical Support? Please contact Easton Selby (eselby@coastal.edu) or contact ITS at www.5000.coastal.edu.