



**FACULTY ANNUAL WORK PLAN/EVALUATION**  
**NEOED PERFORM FACULTY GUIDE**  
August 2024

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## Introduction

Welcome to NEOED Perform! The following is a step-by-step guide to walk you through the NEOED Perform Annual Work Plan evaluation process for *MCC FACULTY*. **To avoid pitfalls and corrections later, we strongly encourage you to follow this reference guide.** Please contact MCC's NEOED Perform Administrator if you need assistance.

*Disclaimer: Please note that the screenshots included in this guide are for illustrative purposes only. The content and due dates may be different than what you see in NEOED Perform.*

## Account Activation/Access

If you are new to NEOED Perform, you will be sent an email to activate your account. A username will be provided in the email, but you will need to set your password. **Note that activation links are only good for five days.** If your activation link has expired or you need a password reset, contact the MCC NEOED Perform Administrator.













## The NEOED Perform Process

The Faculty Annual Work Plan (AWP) cycle runs from **August 15 – April 30**. The AWP provides a mechanism to define a faculty member's goals for the evaluation period, and then evaluate how well they were achieved. The AWP also provides the opportunity to evaluate a faculty member on the general expectations and duties that are required of all faculty as defined in their job descriptions. Note: this Guide will refer to the faculty member's direct supervisor as "Dean," which is the case for the majority of faculty.

1. **Goal Setting:** The first step in the NEOED Perform process is to meet with your Dean and collaborate to generate 1-5 goals for the AWP period. You are responsible for entering the goals into NEOED within 15 days of the start of the performance cycle. Once the goals are entered, your Dean will receive notification to sign off on them. If revisions are needed, they will contact you **OUTSIDE OF NEOED** (e.g., by email, phone, in-person) to ask you to make changes. Once the goals are acceptable, the Dean will sign off on them. You will then be asked to sign off on your goals. The goal setting and signature process should be completed within 30 days of the beginning of the evaluation cycle (or of the start date of a new faculty member).
2. **Mid-Year Progress Check-in:** In January, you will be asked to complete a "Mid-Year Progress Update Check-In" to document your progress toward meeting your goals and the general expectations of your faculty duties. This is also an opportunity to formally revise any of your goals, if necessary. Your Dean will then sign off acknowledging receipt of your Check-In. After this signature step, your Dean will complete a Mid-Year Progress Update Check-in on your AWP progress and meet with you to discuss it. You will be asked to sign acknowledging receipt of your Mid-Year Progress Update Check-in. Note: If you were hired after the beginning of the evaluation cycle, this mid-cycle step may not apply, depending on when you started employment.
3. **End-of-Year Reflections/Ratings:** In March, you will receive a task to complete a self-rating. During the self-rating, you will write narratives reflecting on how well you performed your required faculty duties and achieved the goals you set. After you submit your self-rating, your Dean will enter their reflections on your performance, taking into account the information you provided. Your Dean will also assign an overall performance rating. Once your Dean completes your performance evaluation, it will go to their Supervisor (your Second-level Supervisor) for review and approval. After the Second-level Supervisor approves your evaluation, your Dean will sign off on it and it will be released to you for viewing. You will meet in person with your Dean to discuss your evaluation. The final NEOED step is for you to sign acknowledging receipt of the evaluation.

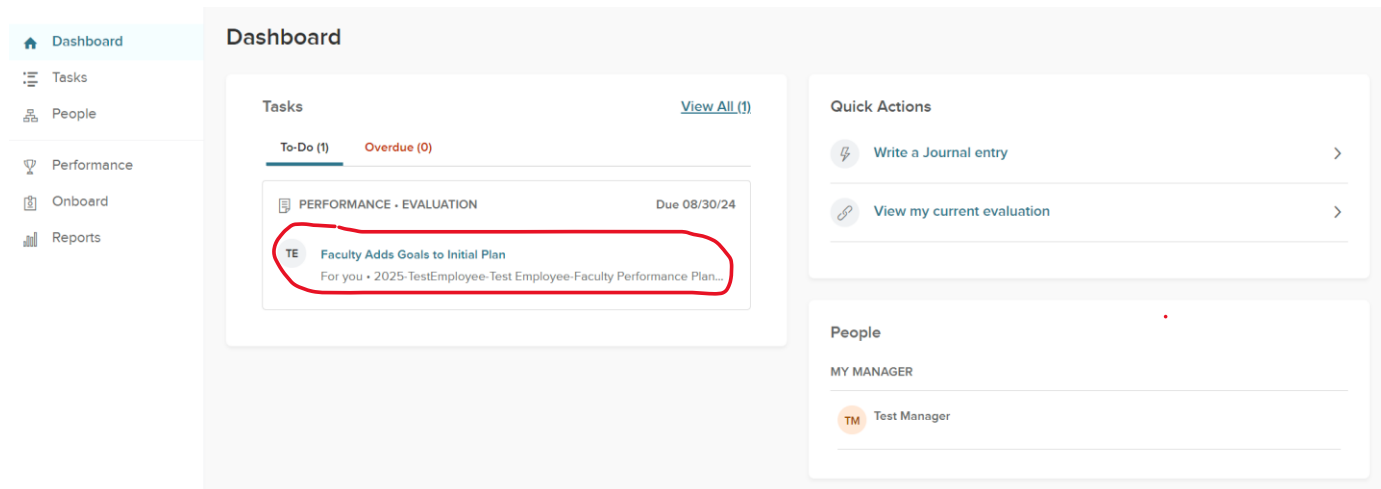
## The NEOED Perform Process, Continued:

A summary of the steps and timeline of the NEOED Perform process follows. The remainder of this Guide will go into detail about how to complete each step.

	Evaluation Creation date	Thu, Aug 15, 2024
1	 Faculty Adds Goals to Initial Plan	Simulated Due Date Fri, Aug 30, 2024
2	 Dean Signs off on Faculty Goals	Simulated Due Date Fri, Sep 13, 2024
3	 Faculty Member Signs off on Goals	Simulated Due Date Sun, Sep 15, 2024
4	 Faculty Mid-Year Progress Update (Completed by Faculty)	Simulated Due Date Wed, Jan 29, 2025
5	 Dean Acknowledges Completion of Faculty Member's Mid-Year Progress Review & Update	Simulated Due Date Mon, Feb 3, 2025
6	 Dean's Reflection on Faculty Member's Mid-Year Progress	Simulated Due Date Thu, Feb 13, 2025
7	 Faculty Member Acknowledges Review of the Dean's Mid-year Progress Check-in	Simulated Due Date Sat, Feb 15, 2025
8	 Self-Rating	Simulated Due Date Mon, Mar 31, 2025
9	 Rating	Simulated Due Date Tue, Apr 15, 2025
10	 Manager's Manager Approval & Signature	Simulated Due Date Sun, Apr 20, 2025
11	 Dean's Signature Acknowledges Release of Appraisal to Employee	Simulated Due Date Mon, Apr 21, 2025
12	 Faculty Member Acknowledges Receipt of the End-of-Year Review.	Simulated Due Date Wed, Apr 30, 2025
	Evaluation Due Date	Wed, Apr 30, 2025

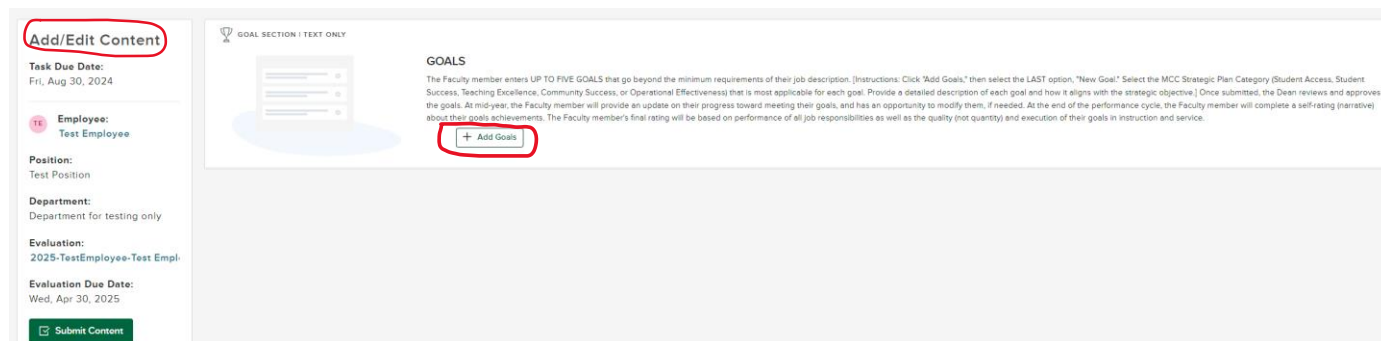
# The NEOED Perform Dashboard

Once you log in to NEOED, you will see your Perform dashboard. The main page of the dashboard will give you an overview of any tasks due or overdue, give you quick access to write a [journal entry](#), or view your current evaluation. It will also list your Supervisor/Manager and direct reports (if applicable). Please note that your current evaluation may take a few days to appear on your dashboard after activating your account. Once your current evaluation is active, you will receive an email notifying you that it is time for you to enter your AWP goals. You will also see a To-Do task appear on your dashboard.




## Adding Goals

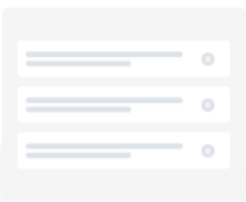
To start your Annual Work Plan (AWP), please collaborate with your Dean to develop **up to five** goals that go beyond the minimum requirements of your job description. Faculty goals typically encompass Teaching and Service, but the plan is individual to the each faculty member's specific teaching and service obligations. Your goals should align with the MCC Strategic Plan (see [Appendix 3](#)) and be consistent with College, Division, and Department goals and objectives. Goals should be "SMART" (specific, measurable, attainable, relevant, and time bound). See [Appendix 4](#) for additional guidelines and tips for writing your goals. Once you and your Dean have established your goals, you are responsible for entering them into NEOED. Under your Tasks To-Do list, click the blue link that says "**Faculty Adds Goals to Initial Plan.**" An "Add/Edit Content" screen will appear. Click on the "Add Goals" button.



## Adding Goals, continued:

A drop-down box will give you several options. Click the **LAST** option, **“New Goal.”**

 GOAL SECTION | TEXT ONLY



### GOALS

The Faculty member enters UP Success, Teaching Excellence, C the goals. At mid-year, the Facul about their goals achievements.

**+ Add Goals**

- Select From Employee Goals
- From Goal Library
- From Position
- Class Spec
- From Development Plan
- From Last Scheduled Evaluation
- From Employee Goals
- New Goal**

An entry screen will appear. Enter a name for your goal. The “Goal Type” defaults to “Employee Goal.” Enter a Goal Due Date. In most cases you will enter April 30, which is the end of your AWP cycle.

\*Fields are required.

\* Goal Name

\* Goal Type: Employee Goal (dropdown)      Goal Due Date: Select date (MM/DD/YY) (calendar icon)      \* Category: Select one (dropdown)

Assignee: Test Employee

Description:

**Adding Goals, continued:**

Under “Category,” select which category best fits your goal. These categories are the major objectives of MCC’s Strategic Plan (see [Appendix 3](#)).

The screenshot shows a form with several fields:   
- **\* Goal Type:** A dropdown menu with "Employee Goal" selected.   
- **Goal Due Date:** A date picker field with "Select date (MM/DD/YY)" and a calendar icon.   
- **\* Category:** A dropdown menu with "Select one" at the top and a list of categories below: "Student Access", "Student Success", "Teaching Excellence", "Community Success", and "Operational Effectiveness". The "Category" label is circled in red.   
- **Assignee:** A text field with "Test Employee" entered.   
- **Description:** A large empty text area.

In the “Description Box,” describe your first goal in detail. Include in your description how the goal aligns to the Strategic Plan category you selected. Note: NEOED does not have a rich text option for the description box, so if you copy and paste from a Word document, formatting may be lost.

The screenshot shows the completed form with the following details:   
- **\*Fields are required.** (Red text)   
- **\* Goal Name:** A text field containing "Goal #1".   
- **\* Goal Type:** A dropdown menu with "Employee Goal" selected.   
- **Goal Due Date:** A date picker field with "04/30/2025" and a calendar icon.   
- **\* Category:** A dropdown menu with "Teaching Excellence" selected.   
- **Assignee:** A text field with "Test Employee" entered.   
- **Description:** A large text area containing the text "Narrative description of Goal #1".

When you are done, click the button in the upper right that says, “**SAVE AND ADD ANOTHER**” if you have additional goals to enter. If you do not have additional goals to enter, click save.

The screenshot shows three buttons in a row:   
- **Cancel:** A light gray button.   
- **Save and Add Another:** A white button with a red border, circled in red.   
- **Save:** A blue button.

## Adding Goals, continued:

If you clicked “Save and Add Another,” You will see a new “Add Goal” box. Add your second goal.

\*Fields are required.

\* Goal Name  
Goal #2

\* Goal Type: Employee Goal      Goal Due Date: 04/30/2025      \* Category: Student Success

Assignee  
Test Employee

Description  
Narrative description of Goal #2

Continue the process until you have entered **up to five** goals. When you are finished, click the **SAVE** button in the upper right corner.

Cancel    Save and Add Another    **Save**

After you have saved your last goal, you will be able to view all your goals. If you wish to make further edits, click on the pencil icon next to the applicable goal(s).

**Add/Edit Content**

**Task Due Date:** Fri, Aug 30, 2024

**Employee:** Test Employee

**Position:** Test Position

**Department:** Department for testing only

**Evaluation:** 2025-TestEmployee-Test Empl



**Evaluation Due Date:** Wed, Apr 30, 2025

Submit Content

GOAL SECTION | TEXT ONLY

### GOALS

The Faculty member enters UP TO FIVE GOALS that go beyond the minimum requirements of their job description. [Instructions: Click "Add Goals," then select the LAST option, "New Goal." Select the MCC Strategic Plan Category (Student Access, Student Success, Teaching Excellence, Community Success, or Operational Effectiveness) that is most applicable for each goal. Provide a detailed description of each goal and how it aligns with the strategic objective.] Once submitted, the Dean reviews and approves the goals. At mid-year, the Faculty member will provide an update on their progress toward meeting their goals, and has an opportunity to modify them, if needed. At the end of the performance cycle, the Faculty member will complete a self-rating (narrative) about their goals achievements. The Faculty member's final rating will be based on performance of all job responsibilities as well as the quality (not quantity) and execution of their goals in instruction and service.

Items	Description	Due Date	Action
⋮ Goal #1	Narrative description of Goal #1	04/30/2025	
⋮ Goal #2	Narrative description of Goal #2	04/30/2025	

## Adding Goals, continued:

### Editing Goals Before Submission

After clicking on the pencil icon next to a goal, the Edit Goal step opens the same entry box you used to enter your goals. Make your edits and click the **SAVE** button.

**Edit Goal** Cancel **Save**

**1. GENERAL**

\*Fields are required.

\* Goal Name  
Goal #1

\* Goal Type: Employee Goal | Goal Due Date: 04/30/2025 | \* Category: Teaching Excellence

Assignee: Test Employee

Description: Narrative description of Goal #1

After saving an edit to a goal, you will return to the Add/Edit Content Goal overview. When you have finished any edits and are ready to submit your goals to your Dean for approval, click on the **SUBMIT CONTENT** button on the lower left.

**Add/Edit Content** GOAL SECTION | TEXT ONLY

**Task Due Date:** Fri, Aug 30, 2024

**Employee:** Test Employee

**Position:** Test Position

**Department:** Department for testing only

**Evaluation:** 2025-TestEmployee-Test Empl

**Evaluation Due Date:** Wed, Apr 30, 2025

**Submit Content**

**GOALS**

The Faculty member enters UP TO FIVE GOALS that go beyond the minimum requirements of their job description. [Instructions: Click "Add Goals" then select the LAST option, "New Goal." Select the MCC Strategic Plan Category (Student Access, Student Success, Teaching Excellence, Community Success, or Operational Effectiveness) that is most applicable for each goal. Provide a detailed description of each goal and how it aligns with the strategic objective.] Once submitted, the Dean reviews and approves the goals. At mid-year, the Faculty member will provide an update on their progress toward meeting their goals, and has an opportunity to modify them, if needed. At the end of the performance cycle, the Faculty member will complete a self-rating (narrative) about their goals achievements. The Faculty member's final rating will be based on performance of all job responsibilities as well as the quality (not quantity) and execution of their goals in instruction and service.

Items	Description	Due Date	Actions
Goal #1	Narrative description of Goal #1	04/30/2025	✎
Goal #2	Narrative description of Goal #2	04/30/2025	✎

You will be asked to verify that you are ready to submit your goals. If you are not, click “No, Let’s Go Back” to edit them further. If you are finished, click the “**Yes, I’m Finished**” button.

**Submit Content**

Are you sure you are finished with adding content for this evaluation ?

**GOALS:** 1 Item(s) Added

No, Let's Go Back Yes, I'm Finished



## AWP Timeline and Content

After you submit your goals, a page will appear showing you an overview of your AWP timeline. The **PROCESS TAB** will show you each step of the AWP, who is responsible for each step, when it is due, and the status of completion.

The following screenshot shows an example of the goal setting and approval steps. The first step, “Faculty Adds Goals to Initial Plan” has been completed. The current step is for the “Test Manager” (Dean) to sign off on the goals. The “Pending” step is for the Test Employee (faculty member) to sign off on the goals. Note: There are **twelve** steps in the AWP NEOED process.

The Process tab is an excellent resource you can access at any time to determine the status of step completion. Remember, **each step must be completed before the next step becomes active**, so it is important to finish each step in a timely manner, so that the process does not get bogged down and result in overdue items. If you have an overdue task, you will receive weekly reminders from NEOED via email until the task is completed.

2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation  
Due Date: Wed, Apr. 30, 2025

Print

EVALUATION DETAILS	SCORES	EMPLOYEE DETAILS
Current Status: Before Ratings Type: Periodic	OVERALL RATING Pending	Position: Test Position Department: Department for testing only

Content **Process**

\*Steps are required.

Before Ratings

Step	Task	Due	Status
1	Faculty Adds Goals to Initial Plan * Test Employee	Fri, Aug 30, 2024	Completed on 07/12/2024
2	Signature * Test Manager	Fri, Sep 13, 2024	Current
3	Signature * Test Employee	Sun, Sep 15, 2024	Pending

After your Dean signs off on your goals, you will receive an email and task notification to also sign off on them. This will conclude the end of the goal setting and approval process for the Annual Work Plan.

## AWP Timeline and Content, continued:

The **CONTENT TAB** (to the left of the Process Tab) provides an overview of the components of your AWP.

The first section listed is “REQUIRED FACULTY DUTIES.” This section relates to the duties, responsibilities, and expectations for *all* Faculty as described in your job description. Your job description may be available in NEOED. To review it, follow the instructions described in the “[Accessing Your Job Description](#)” section of this guide. A generic faculty job description is available in [Appendix 5](#). Your overall rating will be based on your achievement of these duties and expectations, along with your goals achievements.

The second section on the screen displays the GOALS you entered.

2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation  
Due Date: Wed. Apr. 30, 2025

Print

EVALUATION DETAILS	SCORES	EMPLOYEE DETAILS
Current Status: Before Ratings Type: Periodic	OVERALL RATING Pending	Position: Test Position Department: Department for testing only

Content Process

COMPETENCY SECTION | TEXT ONLY

### REQUIRED FACULTY DUTIES

All Faculty have performance expectations, duties, and responsibilities as defined in their job descriptions. Faculty will be rated on their ability to meet these expectations in addition to their goals established for the appraisal period. At the end of the appraisal cycle, the Faculty member will submit a self-rating (narrative) of how they met this competency. Their Dean will also provide comments as part of the rating process.

Items	Description
Faculty Required Duties	The Faculty member meets the performance expectations, duties, and responsibilities as defined in their job description.

GOAL SECTION | TEXT ONLY

### GOALS

The Faculty member enters UP TO FIVE GOALS that go beyond the minimum requirements of their job description. [Instructions: Click "Add Goals," then select the LAST option, "New Goal." Select the MCC Strategic Plan Category (Student Access, Student Success, Teaching Excellence, Community Success, or Operational Effectiveness) that is most applicable for each goal and how it aligns with the strategic objective.] Once submitted, the Dean reviews and approves the goals. At mid-year, the Faculty member will provide an update on their progress toward meeting their goals, and has an opportunity to modify them, if needed. At the end of the performance cycle, the Faculty member will complete a self-rating (narrative) about their goals achievements. The Faculty member's final rating will be based on performance of all job responsibilities as well as the quality (not quantity) and execution of their goals in instruction and service.

Items	Description	Progress	Due Date
Goal #1	Narrative description of Goal #1	0%	04/30/2025
Goal #2	Narrative description of Goal #2	0%	04/30/2025

Add Notes & Attachments + Add Notes & Attachments

There is also a place to add notes and attachments to your AWP. However, if you wish to keep track of your achievements during the evaluation cycle, the “[Journal Entry](#)” feature is the recommended option.

## Goals Approvals & Signatures

Now that you have submitted your goals, your main dashboard will show that you have zero tasks to complete. The next step is for your Dean to review your goals. **If your Dean feels that edits are needed to your goals, they will contact you outside of NEOED Perform (i.e., by email, phone, or in-person).** This will *not* trigger a “Task Due” on your dashboard, but you will need to update your goal(s) per your Dean’s request.

Dashboard

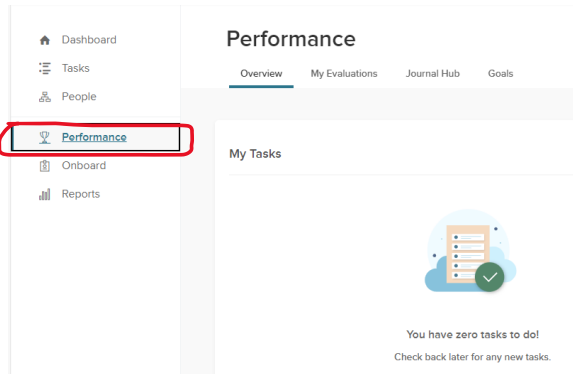
- Dashboard
- Tasks
- People
- Performance
- Onboard
- Reports

Tasks [View All \(0\)](#)

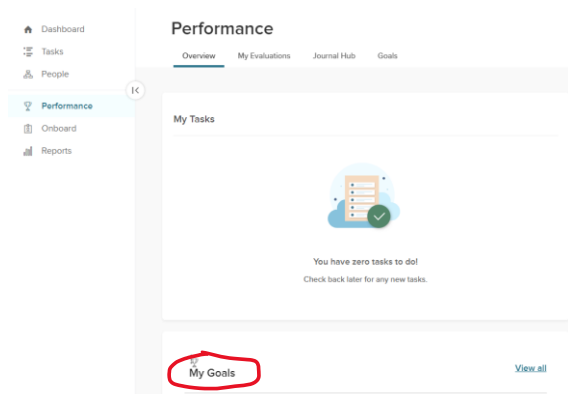
**You have zero tasks to do!**  
Check back later for any new tasks.

## Editing Goals After Submitted

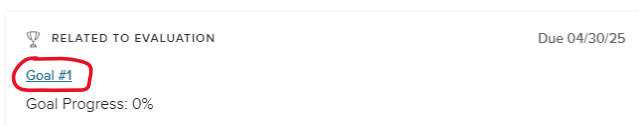
If your Dean requests that you edit your goals, click on the Performance tab on the left side of your Dashboard page.



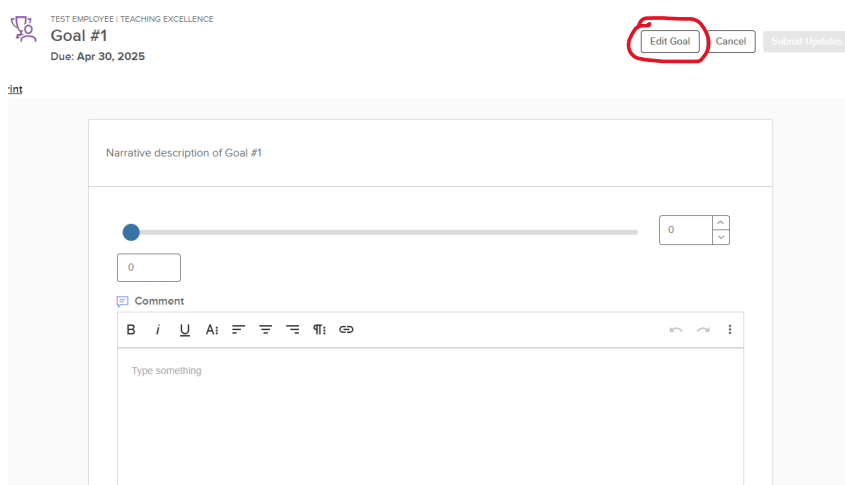
Once the Performance tab is open, there are several ways you can access your goals. The quickest way to find them is under the “My Goals” section.



Click on the goal you wish to edit:

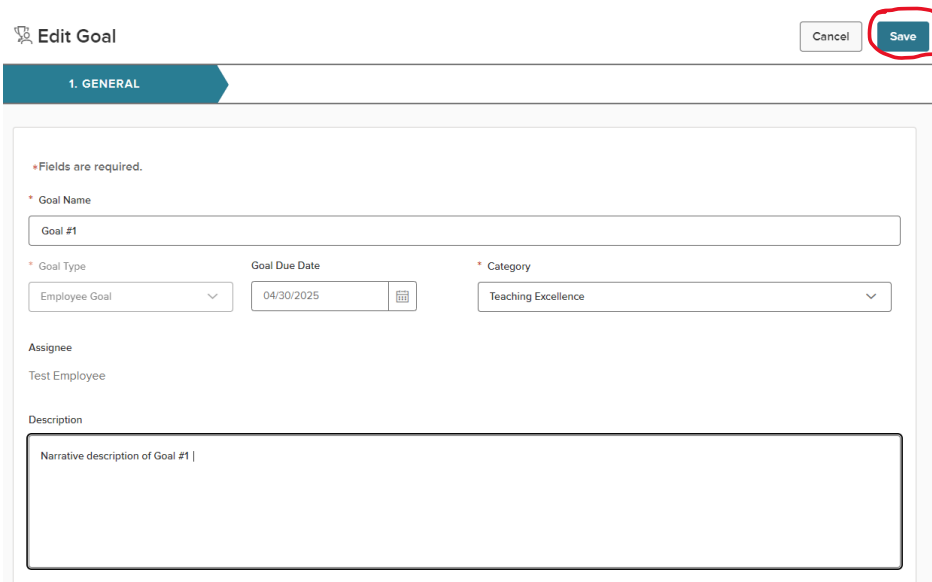


A box will open. Click “Edit Goal” in the upper right corner.



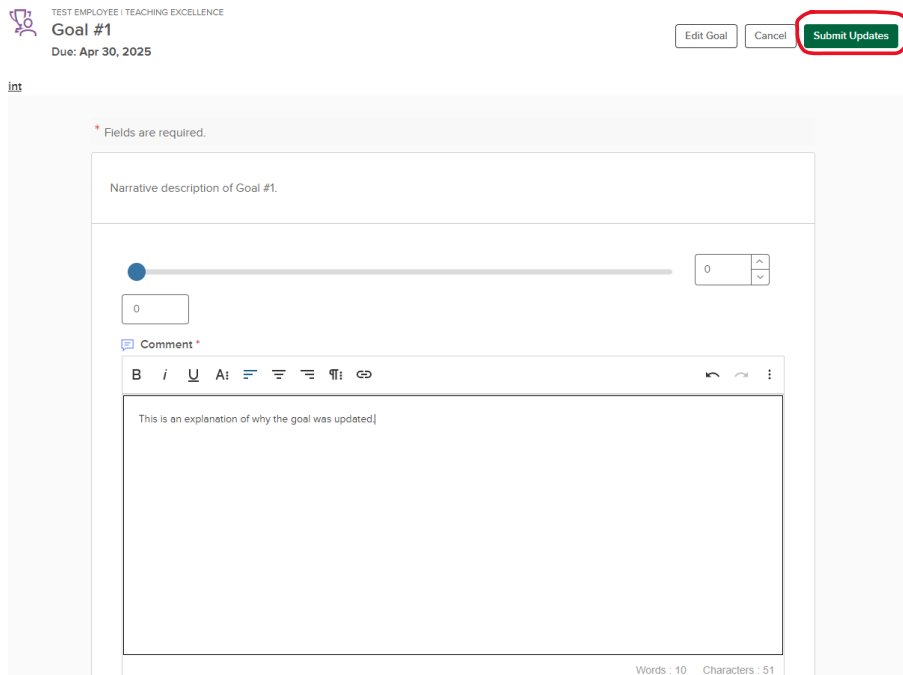
## Editing Goals After Submitted, continued:

Make your edits to the goal and click “Save.”



The screenshot shows the 'Edit Goal' interface. At the top right, there are 'Cancel' and 'Save' buttons, with the 'Save' button circled in red. Below the header is a tab labeled '1. GENERAL'. The form contains several fields: 'Goal Name' (text input), 'Goal Type' (dropdown menu set to 'Employee Goal'), 'Goal Due Date' (calendar icon showing '04/30/2025'), and 'Category' (dropdown menu set to 'Teaching Excellence'). There is also an 'Assignee' section with a 'Test Employee' field and a 'Description' section with a text area containing the placeholder text 'Narrative description of Goal #1 |'.

After you have made your requested edits and clicked on “Save,” you will see a screen with your updated goal. **You MUST add a comment in the box explaining why the update was made.** Once you have included a comment explaining the reason for the update, click the “Submit Updates” button in the upper right corner.

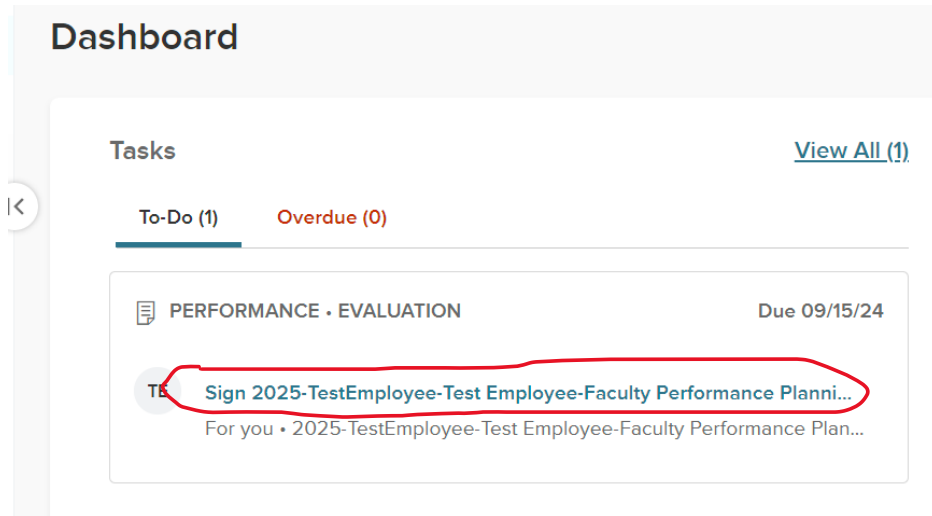


The screenshot shows the confirmation screen for updating a goal. At the top, it says 'TEST EMPLOYEE | TEACHING EXCELLENCE' and 'Goal #1'. Below that, it says 'Due: Apr 30, 2025'. There are 'Edit Goal', 'Cancel', and 'Submit Updates' buttons, with the 'Submit Updates' button circled in red. The main content area shows a progress bar with a blue dot at the beginning and a '0' in a box next to it. Below the progress bar is a 'Comment' section with a rich text editor containing the text 'This is an explanation of why the goal was updated|'. At the bottom right, it says 'Words : 10 Characters : 51'.

Your Dean will receive an email from NEOED notifying them that you have updated your goal(s). You can also notify your Dean outside of NEOED to let them know. If your goals are now acceptable, your Dean will sign off on them. If your goals need further revision, your Dean will once again contact you **outside of NEOED** to discuss additional changes. Follow the same process just described to continue editing your goals until your Dean approves them.

## Signing Off on Goals

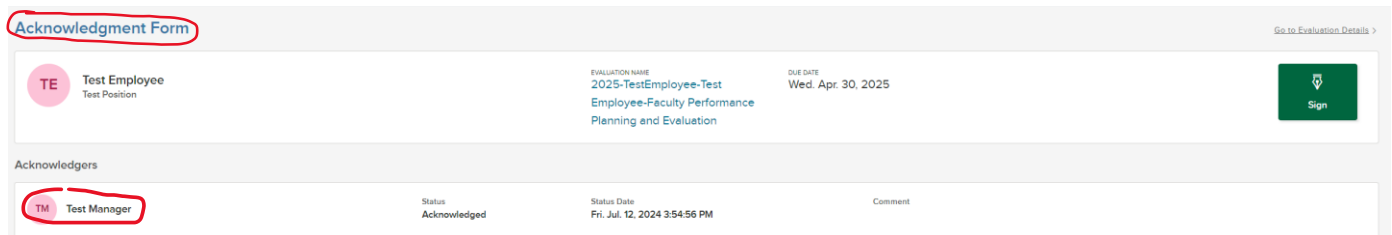
Once your Dean approves your Goals, a “Sign” task will appear on your dashboard.



The screenshot shows a dashboard with a 'Tasks' section. Under 'To-Do (1)', there is a task titled 'Sign 2025-TestEmployee-Test Employee-Faculty Performance Planni...'. The task is circled in red. The task details show it is for '2025-TestEmployee-Test Employee-Faculty Performance Plan...' and is due on 09/15/24.

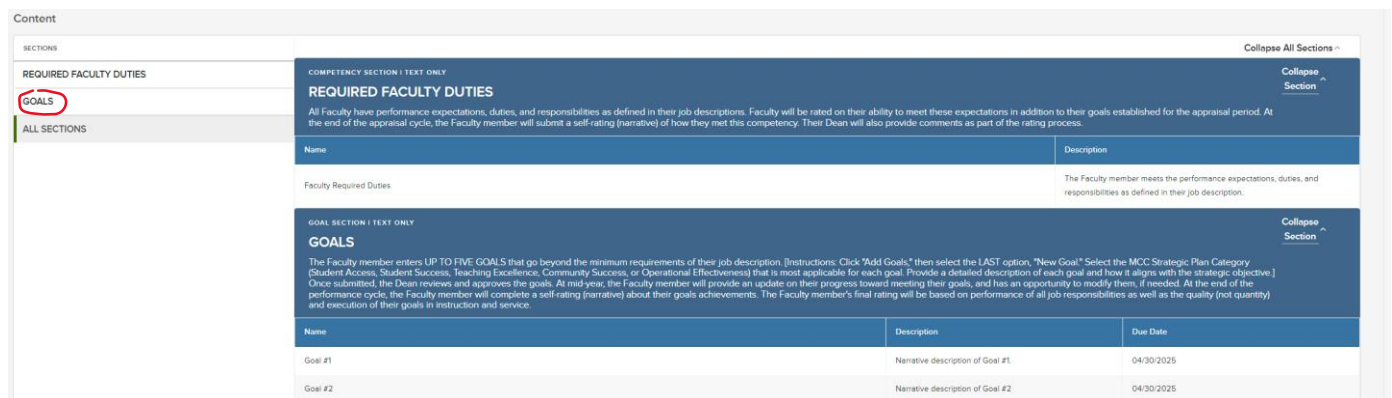
**Note that all signature steps are worded similarly, asking you to sign something related to your current Performance Plan (AWP). It WILL NOT identify what the signature is for.**

Click on the “Sign” task link. This will take you to an Acknowledgement Form page. The first component you will see is the list of “Acknowledgers.” This is a record of who has signed off/approved elements of the AWP. In this example, the Test Manager has signed off on the Employee’s goals.



The screenshot shows an 'Acknowledgment Form' for a 'Test Employee' (TE) at 'Test Position'. The evaluation name is '2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation' and the due date is 'Wed. Apr. 30, 2025'. A 'Sign' button is visible. Below, the 'Acknowledgers' table shows one entry: 'TM Test Manager' with a status of 'Acknowledged' on 'Fri. Jul. 12, 2024 3:54:56 PM'.

The next section shows the *content* of the AWP. The first component listed is the **Required Faculty Duties** that all Faculty will be rated on. Scroll down to review the **Goals** section, or click on the “Goals” tab on the left to jump to it.



The screenshot shows the 'Content' page of the AWP. It has a sidebar with 'GOALS' selected. The main content area has two sections: 'REQUIRED FACULTY DUTIES' and 'GOALS'. The 'REQUIRED FACULTY DUTIES' section includes a table with columns 'Name' and 'Description'. The 'GOALS' section includes a table with columns 'Name', 'Description', and 'Due Date'.

Name	Description
Faculty Required Duties	The Faculty member meets the performance expectations, duties, and responsibilities as defined in their job description.

Name	Description	Due Date
Goal #1	Narrative description of Goal #1.	04/30/2025
Goal #2	Narrative description of Goal #2.	04/30/2025

## Signing Off on Your Goals, continued:

If you agree with the goals as approved by your Dean, click the **“Sign”** button in the upper right of the Acknowledgement Form screen. If you feel additional changes are needed to your goals, talk with your Dean before making any edits or signing.

**Acknowledgment Form** Go to Evaluation Details >

**TE** Test Employee  
Test Position

EVALUATION NAME: 2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation  
DUE DATE: Wed. Apr. 30, 2025

**Sign**

**Acknowledgers**

TM	Test Manager	Status	Status Date	Comment
		Acknowledged	Fri. Jul. 12, 2024 3:54:56 PM	

**Content**

SECTIONS: GOAL SECTION | TEXT ONLY

REQUIRED FACULTY DUTIES

**GOALS**

The Faculty member enters UP TO FIVE GOALS that go beyond the minimum requirements of their job description. [Instructions: Click "Add Goals," then select the LAST option, "New Goal." Select the MCC Strategic Plan Category (Student Access, Student Success, Teaching Excellence, Community Success, or Operational Effectiveness) that is most applicable for each goal. Provide a detailed description of each goal and how it aligns with the strategic objective.] Once submitted, the Dean reviews and approves the goals. At mid-year, the Faculty member will provide an update on their progress toward meeting their goals, and has an opportunity to modify them, if needed. At the end of the performance cycle, the Faculty member will complete a self-rating (narrative) about their goals achievements. The Faculty member's final rating will be based on performance of all job responsibilities as well as the quality (not quantity) and execution of their goals in instruction and service.

Name	Description	Due Date
Goal #1	Narrative description of Goal #1.	04/30/2025
Goal #2	Narrative description of Goal #2.	04/30/2025

After clicking “Sign,” you will see a box appear where you can write optional comments to go with your signature. Click “Submit” to complete the signature process.

Sign Cancel **Submit**

Comments

Write comment here...

Please sign your name below

*Test Employee*

Test Employee July 15, 2024

After clicking “Submit,” you will see an overview of your AWP and you can print a copy, if desired.

2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation  
Due Date: Wed. Apr. 30, 2025

Check-Ins **Print**

**EVALUATION DETAILS**  
Current Status: Before Ratings  
Type: Periodic

**SCORES**  
OVERALL RATING: Pending

**EMPLOYEE DETAILS**  
Position: Test Position  
Department: Department for testing only

**Content** | Process

**REQUIRED FACULTY DUTIES**

All Faculty have performance expectations, duties, and responsibilities as defined in their job descriptions. Faculty will be rated on their ability to meet these expectations in addition to their goals established for the appraisal period. At the end of the appraisal cycle, the Faculty member will submit a self-rating (narrative) of how they met this competency. Their Dean will also provide comments as part of the rating process.

Items	Description
Faculty Required Duties	The Faculty member meets the performance expectations, duties, and responsibilities as defined in their job description.

**GOALS**

The Faculty member enters UP TO FIVE GOALS that go beyond the minimum requirements of their job description. [Instructions: Click "Add Goals," then select the LAST option, "New Goal." Select the MCC Strategic Plan Category (Student Access, Student Success, Teaching Excellence, Community Success, or Operational Effectiveness) that is most applicable for each goal. Provide a detailed description of each goal and how it aligns with the strategic objective.] Once submitted, the Dean reviews and approves the goals. At mid-year, the Faculty member will provide an update on their progress toward meeting their goals, and has an opportunity to modify them, if needed. At the end of the performance cycle, the Faculty member will complete a self-rating (narrative) about their goals achievements. The Faculty member's final rating will be based on performance of all job responsibilities as well as the quality (not quantity) and execution of their goals in instruction and service.

Items	Description	Progress	Due Date
Goal #1	Narrative description of Goal #1.	0% <div style="width: 0%;"></div>	04/30/2025
Goal #2	Narrative description of Goal #2.	0% <div style="width: 0%;"></div>	04/30/2025

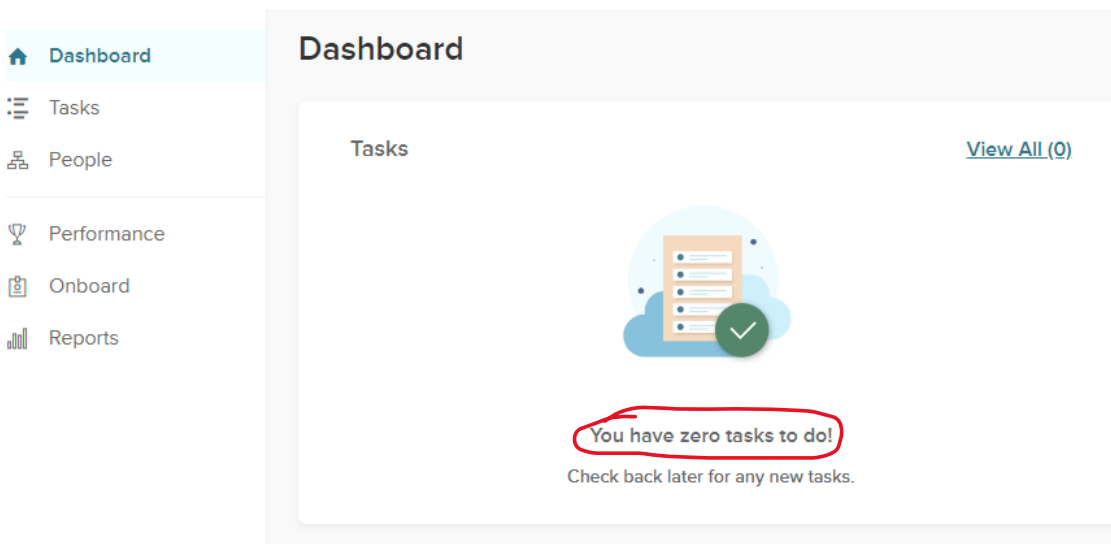
### Signing Off on Your Goals, continued:

If you wish to confirm the steps that have been completed and check what the next steps will be, click on the "Process Tab." After completing the goal setting and approvals, the next steps in the process relate to progress updates where you and your Dean will enter reflections on your progress at the mid-cycle stage of your AWP. This stage will start in January and conclude by mid-February. You will have access to start working on your Mid-Year progress update 30 days before the due date, January 29. Note: if you were hired off-cycle, the Mid-Year progress update may not be included in your AWP.



Step	Task	Due	Status
1	Faculty Adds Goals to Initial Plan * Test Employee	Fri, Aug 30, 2024	Completed on 07/12/2024
2	Signature * Test Manager	Fri, Sep 13, 2024	Completed on 07/12/2024
3	Signature * Test Employee	Sun, Sep 15, 2024	Completed on 07/15/2024
4	Faculty Mid-Year Progress Update (Completed by Faculty) * Test Employee	Wed, Jan 29, 2025	Current
5	Signature * Test Manager	Mon, Feb 03, 2025	Pending
6	Dean's Reflection on Faculty Member's Mid-Year Progress * Test Manager	Thu, Feb 13, 2025	Pending
7	Signature * Test Employee	Sat, Feb 15, 2025	Pending

If you return to your dashboard, you will see that zero tasks are due. You have completed the goal setting and approval process!



**Dashboard**

Tasks [View All \(0\)](#)

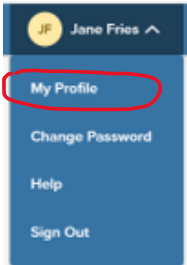
You have zero tasks to do!

Check back later for any new tasks.

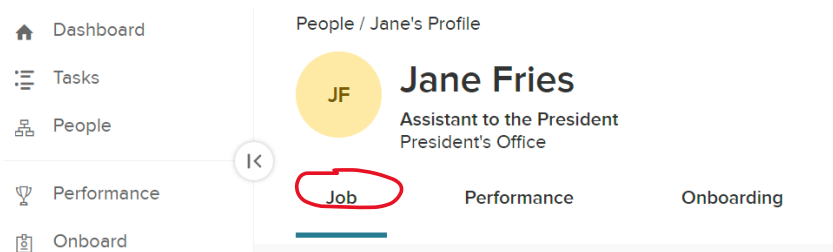
## Accessing Your Job Description

The next phase of the Performance Plan is for you to work on accomplishing your goals and fulfilling the required duties and expectations that all Faculty will be evaluated on. To review your required Faculty duties, please access your official job description.

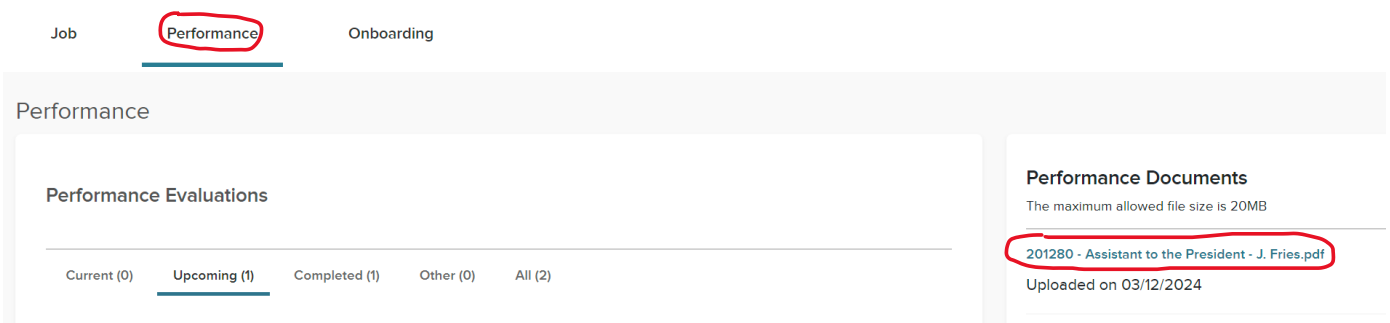
If you do not already have a copy of your latest job description, there should be one attached to your NEOED profile. Go to your main dashboard, then click the down arrow by your name in the upper right corner. A drop-down box will appear. Click on “My Profile.”



The Profile page will default to the “Job” tab. Click on the “Performance” tab to the right of the Job Tab.



On the Performance Tab, you should see a link to your current evaluation under the “**Performance Documents**” section. You can click on the link to download a PDF of your job description, which can be printed or saved elsewhere.



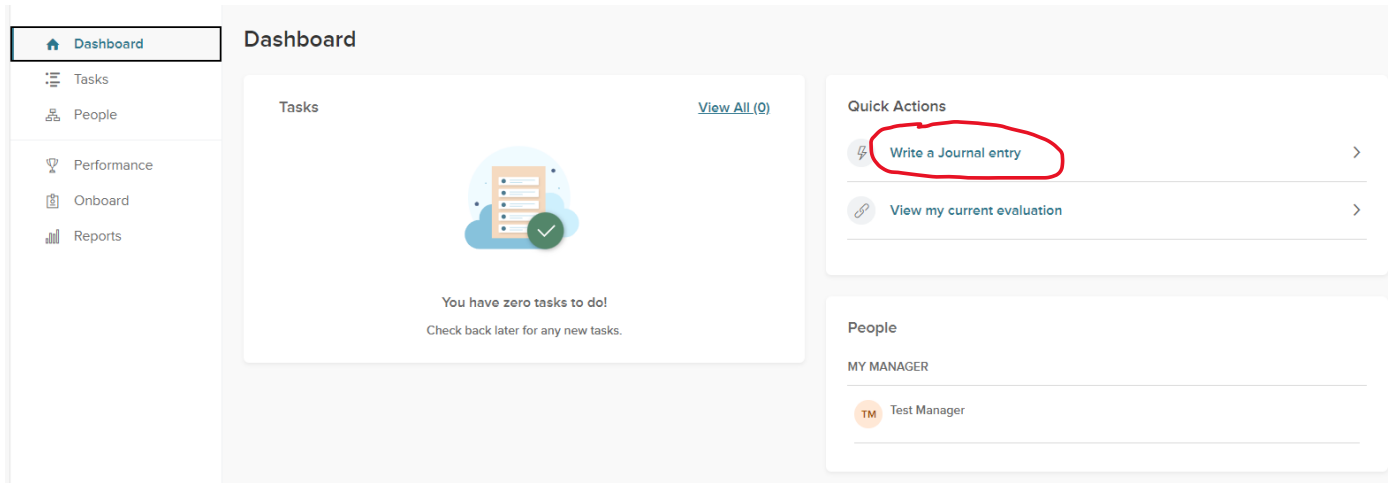
**If you do not see your job description attached to your profile, contact the Human Resources Department to obtain an electronic or hard copy. Request that your job description be added to your NEOED Perform profile. If you notice that your job description needs updating, please collaborate with your Supervisor and the HR Department to create a revised version.** In the absence of a position-specific job description, there is a generic Faculty job description in [Appendix 5](#).



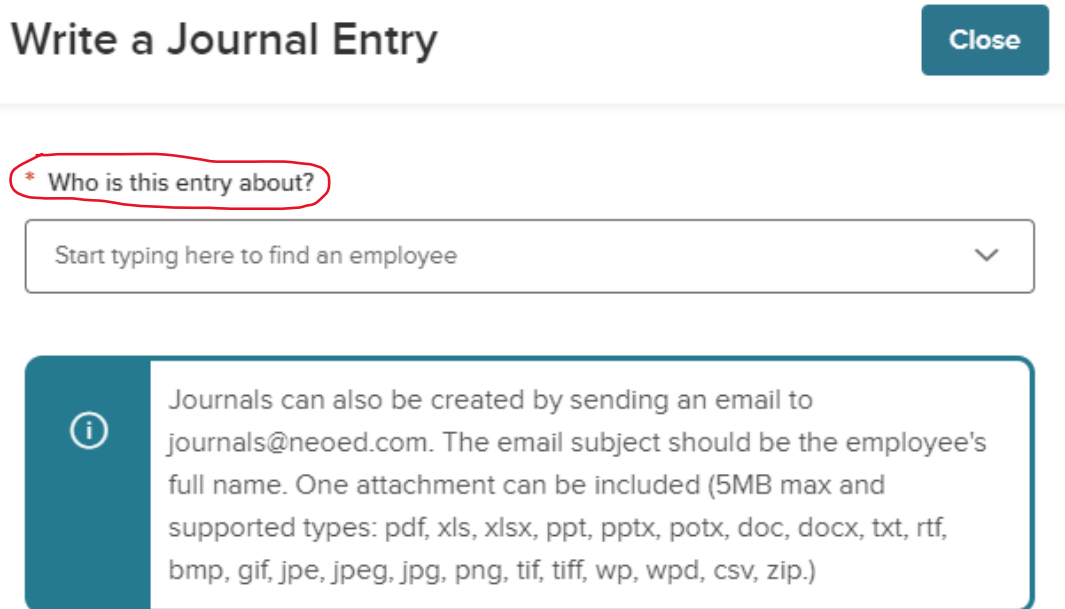
# Journal Entries

As you progress toward accomplishing the goals you submitted, you are encouraged to keep a record of your achievements by utilizing the “Journal Entry” feature.

Go to the “Quick Actions” section of your dashboard and click on “Write a Journal Entry.”



After clicking on “Write a Journal Entry,” you will be asked to answer, “Who is this entry about?”



Start typing your name or click on the dropdown box and select yourself.

## Journal Entries, continued:

In this example, "Test Employee" has been selected since the employee is writing about themselves.

Write a Journal Entry Close

\* Who is this entry about?

Start typing here to find an employee

Name	Employee #	Department	Division
Test Employee	TestEmployee	Department for testing only	

bmp, gif, jpe, jpeg, jpg, png, tif, tiff, wp, wpd, csv, zip.)

A text box will open for you to write a "New Entry." After you write your journal entry, **select whom you want to grant permission to view it: the Employee (yourself), your Manager (Dean), or your Manager's Manager (Vice President of Instruction).** You can select one, two, or all three of the options. In the sample below, "Employee" and "Manager(s)" are selected. When you are done, click "Submit Journal Entry" at the bottom right.

Write a Journal Entry Close

\* Who is this entry about?

TE Test Employee

New Entry Past Entries

**B** *i* U A: **B** **I** **L** ¶: **🔗** **📎** **🖼️** **↶** **↷** **⋮**

This is a sample journal entry written by the faculty member (Employee) and shared with their Dean (Manager).

Press Alt + F10 to move to the toolbar. Press ALT + 0 for Help.

Draft Autosaved on 7/15/2024, 1:53:04 PM

**i** Did you know? You can tag your journals with Competencies and Goals from recent/upcoming evaluations by typing "@" along with the name of the item. Tagging is only applicable for one user at a time.

Who do you want to share this entry with?

- Employee
- Manager(s) ⓘ
- Manager's Manager

Discard Draft Keep as Draft Submit Journal Entry

## Journal Entries, continued:

To view journal entries, go to your main dashboard. Click on the “Performance” tab on the left, then select “Journal Hub” to review your entries.

Performance

Overview My Evaluations **Journal Hub** Goals

Current (1) Pending (0) Archived (0) All Drafts (0)

Sort Actions

Journals can also be created by sending an email to journals@neoed.com. The email subject should be the employee's full name. One attachment can be included (5MB max and supported types: pdf, xls, xlsx, ppt, pptx, potx, doc, docx, txt, rtf, bmp, gif, jpe, jpeg, jpg, png, tif, tiff, wp, wpd, csv, zip)

Sort: Update Date • Newest First

ABOUT

Test Employee Created Today • Edited Today

Shared

Test Employee  
Test Position

This is a sample journal entry written by the faculty member (Employee) and shared with themselves and their Dean (Manager).

To the right of the journal entry, you can see whether you have shared it.

ABOUT

Test Employee Created Today • Edited Today

Shared

Test Employee  
Test Position

This is a sample journal entry written by the faculty member (Employee) and shared with themselves and their Dean (Manager).

You can click on the down arrow next to “Shared” to see whom you have granted viewing permission. In this example, the entry has been shared with the Test Manager (the Test Employee’s Manager). You can delete the sharing privilege, add others, or make the entry private.

Test Employee Created Today • Edited Today

This is a sample journal entry written by the faculty member (Employee) and shared with themselves and their Dean (Manager).

Last 10 Items per page

Make Entry Private

Share Entry

Test Manager

If you click on the three dots next to the journal entry, you can edit, archive, or delete it.

Shared

Edit

Archive

Delete

# Faculty Mid-Year Progress Update

The next steps in the Annual Work Plan cycle are for you and your Dean to provide Mid-Year updates on your progress toward fulfilling your required faculty duties as well as the goals you established for your Annual Work Plan. These steps occur in January and February.

## Mid-Year Progress Update (Completed by Faculty)

The first stage of the Mid-Year Progress Update is for you to complete a “Check-In Form.” Thirty days before this task due date (January 29), you will be able to access a task that says “Faculty Mid-Year Progress Update (Completed by Faculty).”

Tasks [View All \(1\)](#)

To-Do (1) Overdue (0)

PERFORMANCE **CHECK IN** Due 01/29/25

**Faculty Mid-Year Progress Update (Completed by Faculty)**

For you • 2025-TestEmployee-Test Employee-Faculty Performance Planni...

Click on the task. Answer the two questions, 1) “Please describe your progress toward meeting your regular performance expectations and yearly goals in teaching and service. 2) Describe any changes to your teaching or service assignments since the start of the Performance Plan. If updates are needed to your goals, please describe why. If not applicable, type ‘N/A.’”

2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation [Close](#) [Publish](#)

Evaluation Check-In for Test Employee

Question 1  
Please describe your progress toward meeting your regular performance expectations and yearly goals in teaching and service. \*

**B** *i* U **A:**

Type something

Words : 0

Press Alt + F10 to move to the toolbar. Press ALT + 0 for Help.

Question 2  
Describe any changes to your Teaching and/or Service assignments since the start of the Performance Plan. If updates are needed to your goals, please describe why. If not applicable, type "N/A." \*

**B** *i* U **A:**

Journal Entries Evaluation Content

Search Feedback Entries

Filters: Author: Myself Date: Past 12 Mo...

**MON JUL 15, 2024 02:02 PM | TEST EMPLOYEE** **SHARED**

This is a sample journal entry written by the faculty member (Employee) and shared with themselves and their Dean (Manager).

[Add to comment box](#)

## Faculty Mid-Year Progress Update, continued:

To aid in answering the Check-In questions, you will find any journal entries written by you or your supervisor on the right side of the Check-In screen.

Journal Entries Evaluation Content

Search Feedback Entries

Filters: Author: Myself Date: Past 12 Mo...

TE MON JUL 15, 2024 02:02 PM | TEST EMPLOYEE SHARED

This is a sample journal entry written by the faculty member (Employee) and shared with themselves and their Dean (Manager).

Add to comment box

You can also click on the “Evaluation Content” tab and select “Goals” to review your AWP goals. There is an “Add to comment box” option for journal entries and goals if you wish to include them in your Check-In answers. Once added, they can be edited.

Journal Entries Evaluation Content

Filters: Item Type: Goals Evaluations: 202...

2025-TestEmployee-Test Employee-Faculty Performanc... Due Date: 04/30/2025

Goals

GOALS

ITEM 1 OF 2

Goal #1

Narrative description of Goal #1.

Add to comment box

ITEM 2 OF 2

Goal #2

Narrative description of Goal #2

Add to comment box

## Faculty Mid-Year Progress Update, continued:

Answer the two Check-In questions and click “Publish” when you are finished.

2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation  
Evaluation Check-In for Test Employee  
DRAFT AUTOSAVED ON 07/15/2024 02:38:54 PM

Close Publish

Question 1  
Please describe your progress toward meeting your regular performance expectations and yearly goals in teaching and service. \*

Question 2  
Describe any changes to your Teaching and/or Service assignments since the start of the Performance Plan. If updates are needed to your goals, please describe why. If not applicable, type "N/A." \*

Journal Entries Evaluation Content

Filters: Item Type: Goals Evaluations: 2025-TestEmployee...

2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation  
Due Date: 04/30/2025

Goals

GOALS

ITEM 1 OF 2  
Goal #1  
Narrative description of Goal #1.  
Add to comment box

ITEM 2 OF 2  
Goal #2  
Narrative description of Goal #2.  
Add to comment box

After clicking “Publish,” you will see that you have zero tasks to do. Your Mid-Year Progress Check-In has been submitted to your Dean for review and acknowledgement of receipt.

Dashboard

Tasks [View All \(0\)](#)

You have zero tasks to do!  
Check back later for any new tasks.

## Mid-Year Progress Update (Completed by Dean)

After your Dean signs acknowledging receipt of the Mid-Year Progress Check-In you completed, they will also submit a Check-In sharing their perspective on your mid-year progress. Once your Dean has completed this Check-In step, you will receive a task notification to sign and acknowledge that you have reviewed it.

Tasks [View All \(1\)](#)

To-Do (1) Overdue (0)

PERFORMANCE • EVALUATION Due 02/15/25

TE Sign 2025-TestEmployee-Test Employee-Faculty Performance Planni...  
For you • 2025-TestEmployee-Test Employee-Faculty Performance Plan...

## Faculty Mid-Year Progress Update, continued:

After clicking on the “Sign” task, an Acknowledgement Form will open. To read the Mid-Year Progress Update Check-In your Dean has completed, click on the “Check-In Forms” tab on the left side of the page.

The screenshot shows the 'Acknowledgment Form' interface. At the top, it displays the user 'TE Test Employee' and the evaluation name '2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation' with a due date of 'Wed, Apr. 30, 2025'. A green 'Sign' button is visible in the top right. Below this is a table of 'Acknowledgers' with three entries: a Test Manager (TM) who acknowledged on Fri, Jul. 12, 2024 at 3:54:56 PM; a Test Employee (TE) who acknowledged on Mon, Jul. 15, 2024 at 9:26:00 AM; and another Test Manager (TM) who acknowledged on Mon, Jul. 15, 2024 at 3:22:22 PM, with a comment: 'Dean comments about the faculty member's Mid-Year Progress Update Check-in.' The 'Content' section on the left has a sidebar with 'Check-In Forms' highlighted in red. The main content area shows 'REQUIRED FACULTY DUTIES' and 'GOALS' sections, with a 'Check-In Forms' section highlighted in red at the top.

In the Check-In Forms section, you will see the Mid-Year Progress Check-In information you submitted, as well as the information submitted by your Dean.

This screenshot shows the 'Check-In Forms' section of the Acknowledgment Form. The sidebar on the left has 'Check-In Forms' highlighted in red. The main content area shows two entries. The first entry is for 'Test Employee' with a 'Check-in Date' of 'Jul. 15, 2024'. It includes a text area for 'Please describe your progress toward meeting your regular performance expectations and yearly goals in teaching and service.' and a checkbox for 'This is where the faculty member describes their mid-year progress toward meeting their Annual Work Plan's performance expectations and goals in teaching and service.' The second entry is for 'Test Manager' with a 'Check-in Date' of 'Jul. 15, 2024'. It includes a text area for 'Describe the faculty member's progress towards meeting their regular performance expectations and annual goals.' and a checkbox for 'This is where the Dean describes the faculty member's progress toward meeting their regular performance expectations and AWP annual goals.' The 'Test Manager' entry title is highlighted in red.

Once you have reviewed the Mid-Year Progress Check-In completed by your Dean, click the “Sign” button in the upper right corner of the page. *Your signature acknowledges that you have received the Check-in and does not indicate agreement or disagreement with the content.*

This screenshot shows the top portion of the Acknowledgment Form, identical to the first screenshot. The 'Sign' button in the top right corner is highlighted with a red circle.

## Faculty Mid-Year Progress Update, continued:

After clicking “Sign,” you may add comments, if desired. Then click “Submit.”



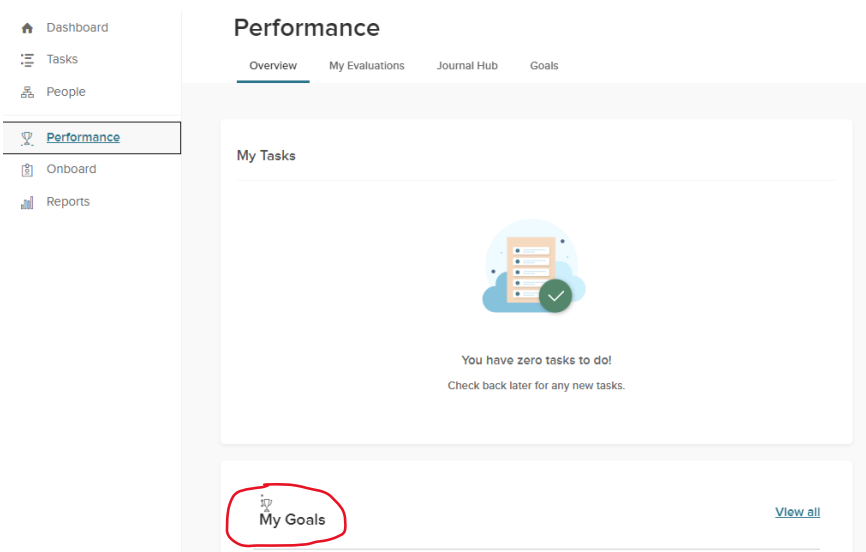
You and your Dean will meet in person to discuss your Mid-Year Progress Review. If modifications are needed to your Annual Work Plan (e.g., changes to your goals), your Dean will decide who will make the revisions (both you and the Dean have the capability to do so in NEOED.)

After your Mid-Year Progress Review process is completed, continue working towards meeting the expectations of your required faculty duties and completing your goals. Continue to make journal entries, as desired.

**NOTE:** *If you are a new faculty member who began employment later in the evaluation period, a Mid-Year Progress Update may not be included in your Annual Work Plan. However, your AWP will still have the same due date as other Faculty: April 30. All Faculty are encouraged to connect with their Dean at any time during the AWP cycle outside of NEOED to discuss their performance progress.*

## Optional Additional Goal Progress Updates

While your Mid-Year Progress Update Check-In is a REQUIRED step to provide your Dean with information about how you are achieving your goals, you also have the capability to provide additional goal updates throughout the AWP cycle. You can submit these OPTIONAL updates at any time before the End-of-Year Ratings stage. From your dashboard, click on the Performance tab, then the “My Goals” section.





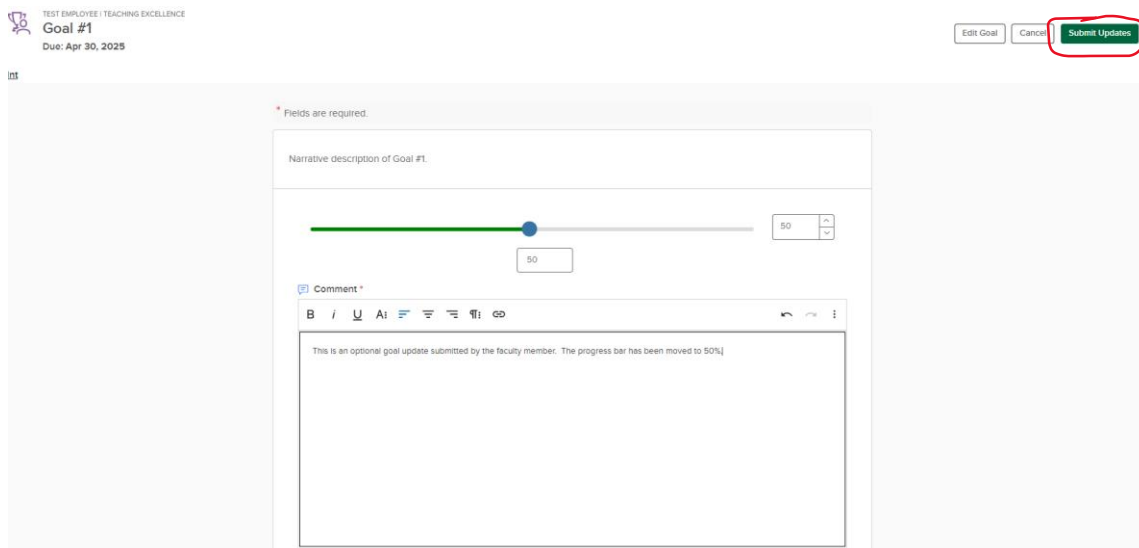
### Optional Additional Goal Updates, continued:

Select the goal for which you wish to provide a progress update (**not an edit**).



To provide a progress update, slide the progress bar to indicate the amount of the goal that has been achieved to date. Provide comments to describe the update and click “Submit Updates.”

In the following example, the goal progress bar has been moved to indicate that 50% of the goal has been completed.



You can also provide optional goal progress updates by going to your AWP overview.

From the Performance section of your dashboard, select “My Evaluation” and then click on the link to your AWP.





## Optional Additional Goal Updates, continued:

After opening your AWP overview, go to the Goals section. You will see a “Progress Bar” next to each goal. This example reflects the 50% progress update described earlier for the first goal. To further update the first goal or to update another goal, click directly on the corresponding progress bar.

GOAL SECTION | TEXT ONLY

### GOALS


The Faculty member enters UP TO FIVE GOALS that go beyond the minimum requirements of their job description. [Instructions: Click "Add Goals," then select the LAST option, "New Goal." Select the MCC Strategic Plan Category (Student Access, Student Success, Teaching Excellence, Community Success, or Operational Effectiveness) that is most applicable for each goal. Provide a detailed description of each goal and how it aligns with the strategic objective.] Once submitted, the Dean reviews and approves the goals. At mid-year, the Faculty member will provide an update on their progress toward meeting their goals, and has an opportunity to modify them, if needed. At the end of the performance cycle, the Faculty member will complete a self-rating (narrative) about their goals achievements. The Faculty member's final rating will be based on performance of all job responsibilities as well as the quality (not quantity) and execution of their goals in instruction and service.

Items	Description	Progress	Due Date
Goal #1	Narrative description of Goal #1	50% 	04/30/2025
Goal #2	Narrative description of Goal #2	0% 	04/30/2025

In this example, the Progress Bar for Goal #2 was clicked, which opened the same type of edit/update box as before. The Progress Bar was moved to indicate 75% completion. Remember, if you are providing a progress update and not an edit, do NOT click on the “Edit Goal” button. Simply move the progress bar, add the description, and click “Submit Updates.”


\* Fields are required.

Narrative description of Goal #2

 75

75

Comment \*

**B** *i* U **A:** 

This is where the faculty member describes how the goal reached 75% of completion.

Words : 14 Characters : 82

Following is a screenshot showing that Goal #1 is at 50% completion, and Goal #2 is at 75% completion.

Items	Description	Progress	Due Date
Goal #1	Narrative description of Goal #1	50% 	04/30/2025
Goal #2	Narrative description of Goal #2	75% 	04/30/2025

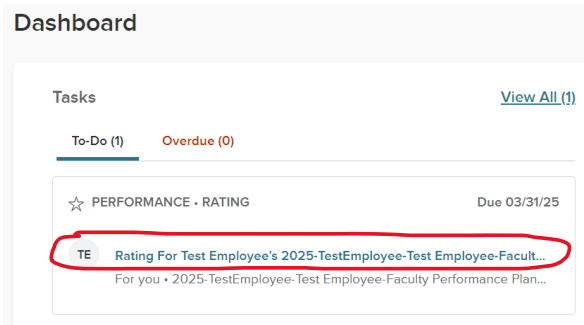
**RECOMMENDATION:** While not required, a best practice is to move the progress bar for each goal just before you complete your year-end self-rating/reflection so that your evaluation shows the status of completion for each goal. If you don't do this, it won't affect your ratings (since you will describe your goal progress in your self-rating narratives), but visually the progress bar will not reflect the goal's completion.

**REMINDER:** Providing goal updates this way does NOT take the place of completing your mid-year progress Check-In step OR your self-rating/reflection about your goal progress at the end of the AWP cycle!

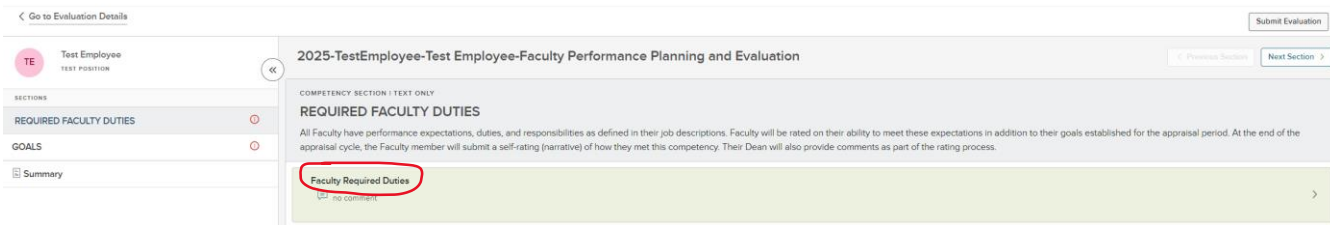
# End-of-Year AWP Evaluation Process

## Faculty Self-Rating/Reflections

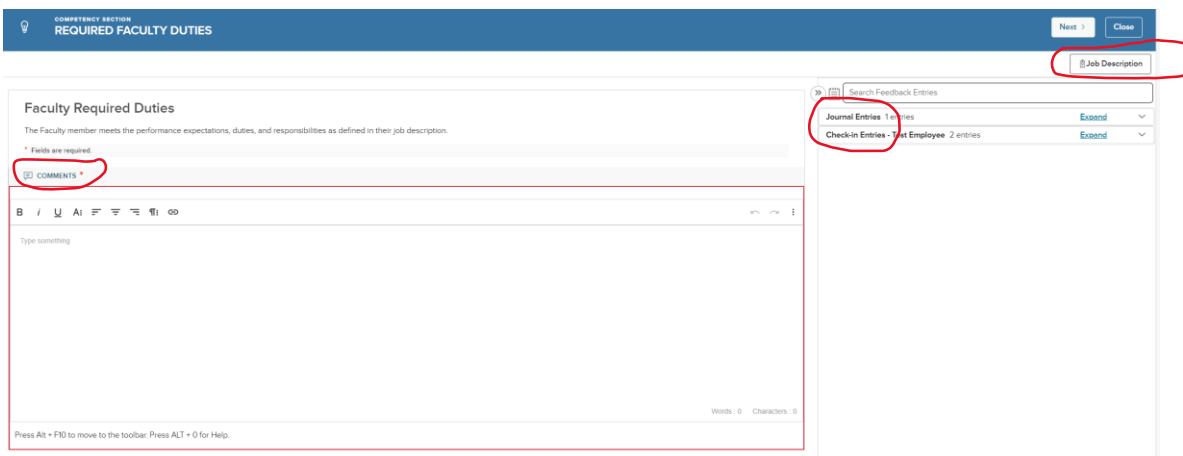
**In March**, you will receive a task notification to complete a Self-Rating Reflection. Your Self-Rating will provide information to your Dean regarding your progress toward meeting the required duties of a faculty member and achieving your AWP goals. Your Dean will review this information as part of completing their reflection on your AWP performance and assigning an overall rating.



Click on the Task link. A screen will appear highlighting the first section of your AWP, “Required Faculty Duties.” To enter your reflection on how you fulfilled your Required Faculty Duties during the Annual Work Plan period, click on the “Faculty Required Duties” section.



A text box will open. **In the Comments box, please describe how you have met your performance expectations, duties, and responsibilities as defined in your job description.** (DO NOT describe your AWP goal progress, as that will be addressed in the next section of the self-rating.) Note: If you wish to reference your job description to assist in formulating your reflection, click the “Job Description” button in the upper right, or view the PDF of your job description attached to your NEOED profile ([instructions](#) for accessing it are given earlier in this Guide). There is also a generic faculty job description included in [Appendix 5](#) of this Guide. On the right side of the screen, note that you can access your Journal Entries and your Mid-Year Progress Update Check-in to help you generate content for your reflections.



## End-of Year AWP Ratings Process, continued:

The following screenshots show what the expanded Journal Entries and Check-In sections look like. If you wish to add the content from either your Journal Entries or Check-In to your self-rating/reflection, click the “Add to Comment Box.” The content can be further edited once transferred to your Comment Box.

The screenshot shows two sections of a web interface. The top section is titled "Journal Entries" and shows one entry from "Test Employee" dated July 15, 2024. The entry text is: "This is a sample journal entry written by the faculty member (Employee) and shared with themselves and their Dean (Manager)." A red circle highlights the "Add to Comment Box" button. The bottom section is titled "Check-In Entries - Test Employee" and shows two entries. The first entry is dated 7/15/24, 2:43 PM and contains the text: "This is where the faculty member describes any changes to their teaching and/or service assignments since the start of their Annual Work Plan. If updates are needed to their goals, they would describe why." The second entry is also dated 7/15/24, 2:43 PM and contains the text: "This is where the faculty member describes their mid-year progress toward meeting their Annual Work Plan's performance expectations and goals in teaching and service." Both entries in the Check-In section have a red circle around their "Add to Comment Box" buttons.

Enter your reflection in the text box. You can then click “Next” to continue to your goals section or “Close” and come back later.

The screenshot shows the "Faculty Required Duties" section of a web interface. At the top right, there are "Next" and "Close" buttons, both circled in red. The main content area has a heading "Faculty Required Duties" and a sub-heading "The Faculty member meets the performance expectations, duties, and responsibilities as defined in their job description." Below this is a text box with a red asterisk indicating that fields are required. There is a "COMMENTS" section with a plus sign. Below the comments is a rich text editor with various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo). The text inside the editor reads: "This is where the faculty member enters their reflection on how they met faculty performance expectations, duties, and responsibilities as defined in their job description during the appraisal cycle." At the bottom right of the editor, it says "Words : 29 Characters : 199".

## End-of Year AWP Ratings Process, continued:

After clicking “Next,” you will see a text box where you should describe how you met your first goal. Explain your level of success toward achieving your goal and include measurable examples. If you encountered obstacles, describe them and your efforts to overcome them. Note that you can access Journal and Check-In Entries as reference points. You will also see a “Goal Progress Comments” section on the right if you made any revisions to your goals or provided other optional goal updates throughout the AWP cycle.

The screenshot shows the AWP Ratings Process interface for Goal #1. The main area contains a text box for the narrative description of the goal, with a red border indicating it is required. The text box is empty, with a placeholder "Type something" and a word/character count at the bottom right. The interface includes a toolbar with various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, undo, redo) and a "COMMENTS" section. On the right side, there is a "Search Feedback Entries" section with a search bar and three expandable sections: "Journal Entries" (1 entries), "Check-In Entries - Test Employee" (2 entries), and "Goal Progress Comments" (1 entries). The top right corner shows a "Job Description" button.

After you have completed your narrative about your first goal, you can click “Previous” to go back to the “Required Faculty Duties” section and edit it further, click “Next” to proceed to your next goal, or click “Close” to stop and return later.



When you have finished your narrative on your final goal (in this example, Goal #2), your options will change to “Previous” or “Close.” If you are done editing your self-rating content, click “Close.”

The screenshot shows the AWP Ratings Process interface for Goal #2. The main area contains a text box for the narrative description of the goal, with a red border indicating it is required. The text box contains the placeholder text "This is where the faculty member enters a narrative about their success in meeting Goal #2". The interface includes a toolbar with various formatting options and a "COMMENTS" section. On the right side, there is a "Search Feedback Entries" section with a search bar and two expandable sections: "Journal Entries" (1 entries) and "Check-In Entries - Test Employee" (2 entries). The top right corner shows a "Job Description" button. A blue navigation bar at the top contains three buttons: "Previous", "Next", and "Close". The "Previous" and "Close" buttons are highlighted with a red circle, indicating they are the available options for the final goal.

## End-of Year AWP Ratings Process, continued:

After clicking “Close,” you will be returned to an overview of your self-rating narratives about your goals achievements.

The screenshot shows a web interface for performance planning. On the left, a sidebar lists sections: 'REQUIRED FACULTY DUTIES' and 'GOALS'. The 'GOALS' section is selected. The main content area is titled '2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation'. It contains a 'GOALS' section with instructions and two goal entries. Each goal entry has a text area for a narrative and a 'DUE DATE' of 04/29/2025.

To view the Required Faculty Duties section, click on the appropriate tab on the left side of the screen, or click on “Summary” to see both sections. You can edit both sections further by clicking on them. If you are ready to submit your Self-Rating/Reflection to your Dean, click “Submit Evaluation” in the upper right corner.

This screenshot shows the same page as above but with the 'REQUIRED FACULTY DUTIES' section selected in the sidebar. The main content area now displays 'REQUIRED FACULTY DUTIES' with instructions and a text area for reflection. A red box highlights the 'Submit Evaluation' button in the top right corner. The 'Summary' tab in the sidebar is also highlighted with a blue box.

After clicking “Submit Evaluation,” you will see a pop up asking you to confirm you are ready to submit your self-rating. Click “Continue.”

You're almost done!

By clicking certify and submit, you confirm that your rating is complete and accurate. Once your rating is submitted, you will no longer be able to make changes without administrator assistance.

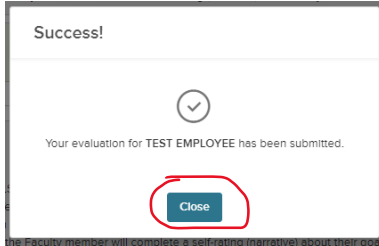
Test Employee

Do you wish to continue?

Cancel

## End-of Year AWP Ratings Process, continued:

After clicking “Continue,” you will see a confirmation screen that your Self-Rating has been submitted to your Dean for review. Click “Close.” Your Dean will now complete an evaluation reflecting on your level of achievement fulfilling your Required Faculty Duties and your AWP goals. They will write a narrative about each section of your AWP, and then assign an Overall Rating of Exemplary, Commendable, or Needs Improvement. To see the definitions of these rating categories, go to [Appendix 2](#).

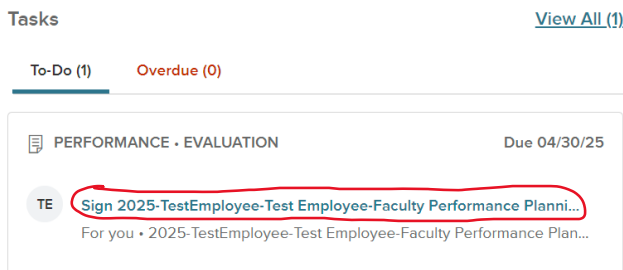


## Dean Rating/Reflections

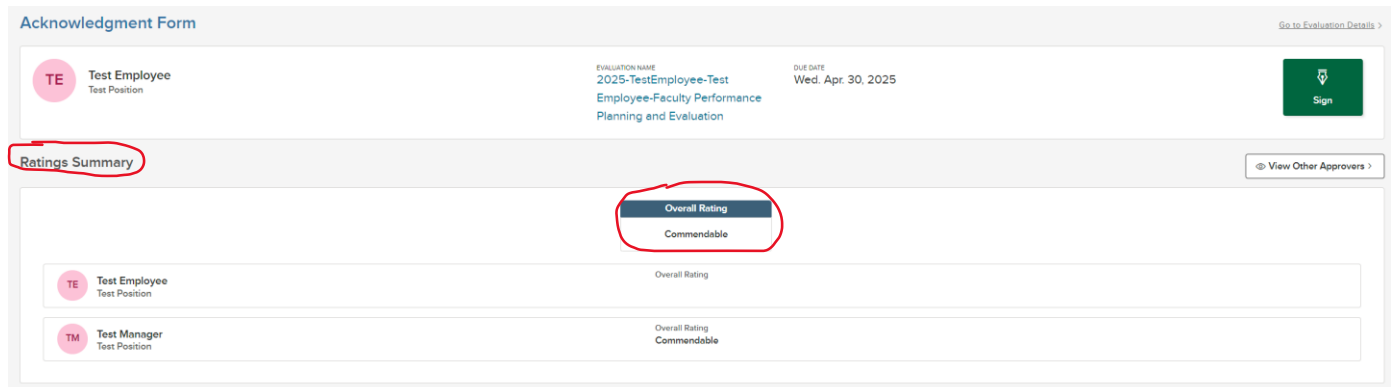
Once your Dean has completed their narratives on your performance and assigned an Overall Rating, your evaluation will go to their Supervisor (your Second-level Supervisor) for review and approval. Once your evaluation is approved by your Second-level Supervisor, your Dean will sign-off on it. **Once the Dean’s signature is completed, the evaluation will be released to you for viewing.** Your Dean will schedule a time to review your evaluation in person. Your access to view the evaluation will be in the form of a signature step.

## Viewing Your Evaluation

To view your evaluation, click on the “Sign” task.



An Acknowledgement Form will open. The top section will show your Overall Rating. (In this example, “Commendable.”) Under the “Ratings Summary” section, you will see that you and your Dean are listed as raters. This is because you submitted a “Self-rating” reflection. However, only the Dean was able to assign an Overall Rating.



## End-of Year AWP Ratings Process, continued:

As you scroll down, you can view the comments made by you and your Dean relating to your Required Faculty Duties and Goals. You can also view your Dean's comments on your Overall Rating. Click on the tabs on the left side of the page to jump to specific sections of the evaluation (Required Faculty Duties, Goals, or Overall Rating). You can also view "Check-In" Forms from the Mid-Year Progress Review Updates.

The screenshot displays a web-based evaluation form. On the left, a sidebar contains navigation tabs: 'REQUIRED FACULTY DUTIES', 'GOALS', 'Overall Rating', 'Check-In Forms', and 'ALL SECTIONS'. The 'REQUIRED FACULTY DUTIES' tab is selected and circled in red. The main content area is divided into three sections: 'REQUIRED FACULTY DUTIES', 'GOALS', and 'Overall Rating'. Each section has a 'Test Employee' (TE) and 'Test Manager' (TM) role. The 'REQUIRED FACULTY DUTIES' section includes a text box for the TE and a comment box for the TM, which is circled in red. The 'GOALS' section contains two goal entries, each with a TE text box and a TM comment box, both of which are circled in red. The 'Overall Rating' section shows a TM role with a comment box circled in red. The form also includes 'Collapse Section' and 'Collapse All Sections' buttons.

## Signing Your Evaluation

Once you have reviewed your evaluation, please click "Sign" at the top right of the page.



**NOTE: Signing simply acknowledges that you have received and read the evaluation and does not indicate whether you agree or disagree with the overall rating or comments.**



## End-of Year AWP Ratings Process, continued:

After clicking “Sign” to acknowledge receipt of your evaluation, you may enter optional comments. Then click “Submit.” Your Dean will schedule a meeting with you to discuss your evaluation.

Sign Cancel **Submit**

Comments

Write comment here...

Please sign your name below

*Test Employee*

Test Employee July 18, 2024

If you disagree with your evaluation, you may submit an explanation explaining why in writing (outside of NEOED) to your Dean and the HR Department. This document can also be attached electronically to your evaluation in NEOED. You may also petition for a review of the evaluation report. This process may include a requirement that you seek to resolve the dispute informally with their Dean or Vice President before a review by the President. Once the President reviews and makes a final determination, the decision is final. Contact the Human Resources Department for additional details.

## Printing/Saving Your Evaluation

After you click “Submit” to acknowledge receipt of your evaluation, a screen will open showing a print preview. You can click “Print” to open a PDF download of your evaluation for printing or saving.

Print Preview Go To Evaluation Details **Print**

**Test Employee** Direct Manager:  
Test Manager

2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation  
Due Date: Wed, Apr 30, 2025

**General Information**

Position Test Position	Division	Evaluation Type Periodic
Department Department for testing only	Class Spec	

**Ratings Summary :**

Overall Rating		
Commendable		

Rater	Type	Overall Rating
Test Employee	Self Rater	
Test Manager	Rater	Commendable

**Content**

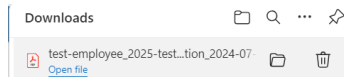
Competency Section | Text Only

**REQUIRED FACULTY DUTIES**

All Faculty have performance expectations, duties, and responsibilities as defined in their job descriptions. Faculty will be rated on their ability to meet these expectations in addition to their goals established for the appraisal period. At the end of the appraisal cycle, the Faculty member will submit a self-rating (narrative) of how they met this competency. Their Dean will also provide comments as part of the rating process.

Faculty Required Duties	
The Faculty member meets the performance expectations, duties, and responsibilities as defined in their job description.	
Rater	Comment
Test Employee	This is where the faculty member enters their reflection on how they met faculty performance expectations, duties, and responsibilities as defined in their job description during the appraisal cycle.
Test Manager	This is where the Dean enters a narrative describing the faculty member's performance relating to Faculty Required Duties.

The download will look like the following. Click “Open file” to view it.

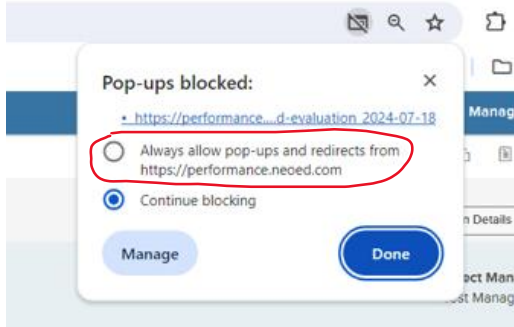


## Printing/Saving Your Evaluation, continued:

If the PDF of your evaluation does not appear, it may mean that the pop up was blocked.



If this happens, right click on the icon and change the setting to “always allow pop-ups . . .”



## Accessing Completed Evaluations

If you would like to review or print a completed evaluation later in NEOED, go to your dashboard, click on the Performance Tab, and then select the “My Evaluations” tab. Under “Completed,” select the evaluation you wish to view.

A screenshot of the NEOED Performance dashboard. On the left is a navigation menu with 'Performance' circled in red. The main content area is titled 'Performance' and has tabs for 'Overview', 'My Evaluations' (circled in red), 'Journal Hub', and 'Goals'. Under 'My Evaluations', there are sub-tabs for 'Current (0)', 'Upcoming (0)', 'Completed (1)' (circled in red), 'Other (7)', and 'All (8)'. Below these tabs, a single evaluation is listed: '2025-TestEmployee-Test Employee-Faculty Performance Planning and Evaluation' (circled in red), with a due date of 'Wednesday, Apr 30th 2025' and type 'Periodic'.

**Congratulations, you have completed the NEOED Faculty AWP evaluation process!**

**Appendices follow with supplemental resources.**

## APPENDICES

The following pages provide supporting information for the Faculty AWP Performance and Evaluation Process, including:

- Link to CCCS System Policy SP 3-31 Faculty Performance Procedure ([Appendix 1](#))
- Definition of performance ratings ([Appendix 2](#))
- List of MCC Strategic Plan Objectives ([Appendix 3](#))
- Guidelines and tips for writing goals, including examples ([Appendix 4](#))
- Faculty and Lead Faculty generic job descriptions ([Appendix 5](#))

### Appendix 1 (CCCS Evaluation of Faculty Performance Procedure)

The Colorado Community College System Procedure SP 3-31 provides guidelines for evaluating faculty job performance. The definitions of performance for Exemplary, Commendable, and Needs Improvement ratings are included, but are also listed in [Appendix 2](#).

<https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-31-evaluation-of-faculty-job-performance/>

### Appendix 2 (Definition of Performance Ratings)

#### **Exemplary**

To receive a rating of “exemplary,” a faculty member must exhibit clearly superior performance contributions and consistently surpass position requirements in all areas and goals. Examples of qualities or activities an “exemplary” faculty member might demonstrate in instruction include, but are not limited to: exceptional proficiencies in both instructional delivery and course design and planning; engaging students at a high level; demonstrating a strong commitment to using assessment data to guide revision of their teaching methods to improve student outcomes; leading the integration of new technology into the classroom; or developing new courses or curriculum either in the classroom or online that are of impressive quality. When considering service, exemplary faculty consistently perform their department and discipline responsibilities at a high level and take active leadership on specific initiatives that meet significant College or department goals. For example, if charged with managing a career/technical program, they might demonstrate very strong relationships with industry partners that lead to high levels of program support, internships, and high placement rates for students. For general education faculty, it could be similar, but the partnership might be with a transfer institution.

Other examples that might characterize exemplary service include: effective leadership roles in College or System committees; developing significant relationships in the community that meet College goals (with institutions like K-12 districts, other colleges, or key business partners); making a contribution to their field of study, either in published work, presentations, or service in a professional organization; leadership in broader College initiatives that improve teaching and learning like Learning Communities, Service Learning, Writing Across the Curriculum, or similar initiatives.

#### **Commendable**

To receive a rating of “commendable,” a faculty member must abide by all College guidelines, CCCS policies and procedures, and meet department, College, and Board goals related to their area of responsibility, including performance goals defined in their performance plan.

## **Appendix 2, continued:**

While they may occasionally or periodically demonstrate superior performance, commendable faculty members consistently meet basic instructional requirements, including following curriculum guidelines, College and department syllabus policies, assessment requirements, and deadlines for schedules and grades. They demonstrate currency in the field and in teaching methodology. They demonstrate proficiency in both instructional delivery and course design and planning, as well as striving toward innovation in teaching methods and a commitment to continuous improvement of student learning outcomes, including meeting College guidelines for assessment of student learning.

Commendable faculty members engage actively in service such as serving on department and College committees, engaging in department and College functions and activities, advising students as appropriate and demonstrating professional and courteous behavior. They also meet the critical duties of their assigned roles. For example, if charged with managing a program, they meet all basic program requirements, including holding productive advisory committee meetings and appropriately advising students. Or, if charged with hiring and mentoring part-time instructors, they provide appropriate screening, orientation, and supervision, including classroom observations.

### **Needs Improvement**

A faculty member “Needs Improvement” when they do not meet the criteria of a “commendable” performance rating; they fail to competently meet the teaching or program management standards outlined above or in College guidelines, fail to provide significant service to the College or department, or violate the expectation of professional and collegial behavior. Any disregard for or violation of established CCCS policy or procedures or College guidelines may also result in this rating.

A faculty member “Needs Improvement” when their performance requires more than the normal amount of coaching, guidance and direction; they regularly fail to competently meet the teaching or program management standards outlined above or in College guidelines; fail to provide significant service to the College or department; or violate the expectations of professional and collegial behavior. Any disregard for or violation of established CCCS policy or procedures or College guidelines may also result in this rating.

### Appendix 3 (MCC Strategic Plan Objectives)

MCC develops strategic objectives and strategies as part of its Strategic Plan. Faculty goals should ultimately contribute to achieving these objectives.

For more information and details, see the Morgan Community College Strategic Plan, located on the MCC website <https://www.morgancc.edu/about-mcc/mission-vision-values/>

The 2018-2023 plan (extended to December 2024) includes the following:

1. Student Access
  - a. Develop Relevant Programs
  - b. Outreach to Underserved Populations
  - c. Financial Support for Students
  - d. Concurrent Enrollment Redesign
  - e. Align Facilities with Program Needs
2. Student Success
  - a. Increase Retention & Persistence
  - b. Increase Graduation & Transfer Rates
  - c. Grow Community & Continuing Education Opportunities

### Appendix 3, continued:

3. Teaching Excellence
  - a. Foster an Inclusive and Supportive Environment
  - b. Increase Utilization of Professional Development
  - c. Promote Innovative Strategies to Reach Students
4. Community Success
  - a. Build a Skilled Workforce
  - b. Support Economic Development
  - c. Enhance Arts & Culture
  - d. Promote Equity
5. Operational Effectiveness
  - a. Increase opportunities for staff professional development
  - b. Develop external resources to meet ongoing needs of MCC
  - c. Promote a diverse college workforce
  - d. Promote healthy work-life balance

### Appendix 4 (Guidelines and Tips for Writing Goals)

Faculty goals should focus on excellence in teaching and service.

#### **The CCCS Board policy states the following:**

“A faculty member’s focus in instruction shall be on teaching excellence, which can include learning and applying culturally responsive education and inclusive learning environments into classroom instruction and curriculum; demonstrating equity and inclusion skills that are measurable, student-focused, and support equity in achieving learning outcomes; active student engagement that empowers learners to think critically and achieve academic, professional, and personal goals; robust instructional content that is thought-provoking, current and relevant; meaningful assessment and timely feedback related to student progress in achieving learning outcomes; continuous improvement of teaching and learning through evidence-based practices, reflection, innovation, and collaboration; and other College priorities.” (CCCS, 2022)

“A faculty member’s focus on service includes fulfilling the mission and goals of the College outside of the classroom. Components of service to be considered in the evaluation should be based on the faculty member’s job description, role, goals, and documented responsibilities. Faculty should be expected to participate in activities that encompass both College-needed service and other chosen service activities annually that include clear evidence of engagement and participation. These may include, but are not limited to, departmental service, including curriculum coordination and development; advising and outreach; administrative assignments; and committee work at a campus- level, college, or System-wide; sponsoring and participating in student activities; or community service events related to the College and tied to that particular faculty members goals and job responsibilities. Additional activities may include serving as the College representative on a local board or commission, making community or professional presentations, serving as a liaison to local schools, or serving as an elected or appointed member of local boards as a representative of the College.” (CCCS, 2022)

“Professional development activities may also be a part of service on the evaluation. Activities should focus on either continuous improvement in teaching or best practices in higher education as related to College initiatives, maintaining expertise in the field, or personal enrichment in higher education structure or leadership.” (CCCS, 2022)

## Appendix 4, continued:

### Questions to Think About:

1. How does the area(s) of focus help you become a better instructor?
2. What activities will be implemented to reach your desired outcomes?
3. What is the timeline to achieve this desired outcome?
4. What impact do I want to have as an educator?
5. How can I better support student success?
6. What am I doing well that I'd like to build upon (improvement and growth)?
7. Do I need to learn any new information for new tasks or projects (professional development)?
8. What can I learn from student course evaluations?

### Ideas for Teaching Goals

1. Currency in the field and in the teaching methodology
2. Teaching skills
3. Integration of technology into course work
4. Incorporation of student retention strategies
5. Curriculum development related to an individual faculty member implementing a new course prep.
6. Improvement to a faculty member's individual course based on assessment results
7. Professional interaction with students
8. Student engagement
9. Promotion of student achievement

### Ideas for Service Goals

1. Departmental Service, such as curricular coordination and development, advising and outreach, administrative assignments, and committee work.
2. System, college-wide and campus committee work.
3. Sponsoring and participating in student activities
4. Attendance at college activities
5. College representation

### SMART Goals

Utilizing the SMART framework may serve as a helpful planning tool to develop your teaching and service goals.

Specific: Goals should be clear, understandable, and focused

Measurable: State anticipated outcomes and describe how the success will be measured.

Attainable: Develop goals that are realistic and achievable within the set timeframe.

Relevant: Goals must be beneficial to your job, align with the strategic plan and departmental goals.

Time-bound: Set a date or timeframe for accomplishing the goals.

### Sample Goals:

Here is an example of a General Education Faculty Teaching Goal:

Exemplary Planning Goal: **I will conduct weekend review sessions, along with makeup lectures (by appointment), to help students retain the information in my courses.** I believe this retention strategy will offer more opportunities to engage in the

#### Appendix 4, continued:

subject matter. Furthermore, it will offer a chance for students who missed class, because of illness, work and/or childcare, to make up the lecture. This retention strategy will allow more of a one-on-one approach to student learning, which will ultimately boost student engagement. I believe these review sessions are essential for student success. These review sessions and makeup lectures achieve the following goals:

- Provide students with insights to my exams and allow them to practice questions that could appear on the test (Equip students with test taking skills).
- A personalized learning atmosphere.
- Extra time for students to meet with the instructor.
- A chance to build a relationship with students that fosters a safe and effective learning environment.
- Extra opportunities to make up what they have missed in class because of illness, emergencies, and/or work.
- Improve retention of complex topics.
- Provides equitable and inclusive education for all students by accommodating learning styles.
  - Much easier to accomplish this in review sessions that have fewer students.

Here is an example of a General Education Faculty Service Goal:

Serve and participate on the ACCESS committee. ACCESS is a committee that is dedicated to providing students with access to high-quality education. The ACCESS committee also ensures that MCC students of color from lower socioeconomic backgrounds have equitable treatment at MCC.

Here is an example of a CTE Faculty Teaching Goal:

Faculty will develop a “real-world” unfolding case study for (course name). The case study will encourage active learning/critical thinking and align with the course/program learning outcomes. Creating “real-world” learning activities increases student engagement which meets the strategic plan goal at MCC for teaching excellence utilizing the strategy of “promoting innovative strategies to reach students.”

Here is an example of a CTE Faculty Service Goal:

Faculty member will organize a CNE self-study group for faculty interested in obtaining their Certified Nurse Educator certificate. This goal will be accomplished by:

- Researching the requirements and resources necessary for CNE preparation and certification
- Inviting colleagues to attend
- Lead monthly study group meetings to prepare/study for the CNE exam

This goal aligns with MCC’s strategic “Objective #3: Teaching Excellence, to increase utilization of professional development on their subject specialty.” This goal is exemplary as it demonstrates leadership in supporting improvement of teaching in nursing through seeking professional certification.

#### Appendix 5 (Generic Faculty Job Descriptions)

The following job descriptions reflect Morgan Community College’s best effort to describe the duties of this job. It is not an exhaustive statement of all the duties and responsibilities of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodations. This is not intended to be a contract.

#### Generic Faculty Job Description

**Position:** Faculty Member

**Organizational Relationship:** The faculty position reports directly to the Dean of General Education and Health Sciences or Dean of Workforce Development and ultimately to the Vice President of Instruction.

## Appendix 5, continued:

### **Purpose/Summary of Job:**

The faculty member will be responsible for teaching, advising, recruiting and outreach to the communities served by MCC. Instructional content assignment will focus on the area(s) of which the individual is qualified determined by the Vice President of Instruction, based on Higher Learning Commission standards and/or Colorado Career and Technical Education standards. The faculty member is responsible for using teaching methods and media designed to reach students of varying educational and experiential backgrounds to allow each student the opportunity to master the objectives of the course. The faculty member will be dynamic, creative and committed to teaching excellence, and have a passion for continuous improvement and assessment of student learning. Teaching assignments may include travel to area high schools to offer college courses to concurrent enrollment students. A variety of instructional delivery modalities (synchronous, online, remote) will be utilized via Zoom and a Learning Management System. The faculty member may be asked to teach one course in the summer semester for additional remuneration. The faculty member shall perform all duties while promoting opportunities for inclusion, expressing the valuing of differences, and regularly demonstrating the college's commitment to the Guiding Principles.

### **Duties and Responsibilities of Faculty**

#### **Functional Responsibilities:**

- Provides instruction to students in assigned classes in accordance with schedule, catalog description and official syllabi.
- Maintains scheduled office hours according to established guidelines.
- Maintains competence in assigned teaching fields.
- Maintains career and technical education credentials, if applicable, in accordance with SBCCOE regulations.
- Engages in professional development activities and keeps informed on new approaches to instruction.
- Actively collaborates with the Dean in the preparation and ongoing revision of class schedules, course syllabi and provides updated copies for department files.
- Makes recommendations regarding course content, textbook selection, teaching assignments, and student assessment.
- Actively participates in the assessment of institutional general student learning outcomes and other assessment plans for the discipline as needed. Administers common student assessments as required.
- Actively contributes to curriculum evaluation/revision based on available data.
- Identifies supplies, equipment and other learning resources needed to support instruction and makes recommendations to the Dean.
- Maintains accurate class records of students' attendance, as necessary.
- Maintains grades in the learning management system (LMS), keeping students apprised of their status in courses/program.
- Adheres to established guidelines and procedures for specific instructional delivery types.
- Assumes an active role in the recruitment, advising and enrollment processes of the College.
- Participates in student evaluation of instruction process.
- Serves on college committees and teams.
- Participates in advisory committee meetings for other relevant programs as requested.
- Attends and actively participates in Departmental and college wide meetings.



## Appendix 5, continued:

- Participates in the Strategic Planning Process and provides input into the department work plan and budget development.
- Participates in the annual commencement exercises of the College. The College President must authorize exceptions prior to the commencement exercises.
- Performs other related duties as assigned by the Dean or VP of Instruction.

Based on the functions, this position is identified as a Campus Security Authority. As a Campus Security Authority, the incumbent in this position is required to report allegations of Clery Act crimes that they become aware of to the Vice President of Student Services at Morgan Community College. Attends training pertaining to these responsibilities as required.

**Statement regarding Mandatory Reporting:** *MCC is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination. I will also report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm.*

## Generic Lead Faculty Job Description

**Position Title:** Lead Faculty

**Reports To:** The Dean of General Education or Dean of Workforce Development and the Vice President of Instruction.

**Role Description:** Lead faculty are content experts and content advisors. They are the first point of contact for advice within the discipline(s) to which they are assigned. Lead faculty are full-time faculty who serve at the request of the Dean of General Education or the Dean of Workforce Development and the Vice President of Instruction. The lead faculty will also work with part-time instructors throughout the College's service area to provide mentoring activities and help with the implementation of assessment strategies.

### Specific Duties and Responsibilities:

Within the assigned academic discipline(s), the lead faculty, as specified by the Dean or Vice President of Instruction:

- Serve as content experts and content advisors within their assigned discipline(s).
- Assist the Dean with preparation of the class schedule as needed.
- Provide consultation regarding the recruitment and hiring of part-time instructors within assigned discipline(s) as needed.
- Identify and select appropriate textbooks, instructional materials, and equipment for instruction within assigned discipline(s). Review adopted textbooks and instructional materials to ensure content is current and books/resources are available to students, faculty, and staff. Submit requests for change of textbook/materials following the guidelines in the established textbook procedure.
- Serve as the first point of contact regarding content queries from part-time instructors and new full-time faculty within the discipline(s).

**Appendix 5, continued:**

- Organize and lead at least one discipline meeting per semester. An invitation should be extended to part-time instructors across the service area.
- Design, within the parameters set forth by the Assessment Committee, the rubric for assessing Institutional Outcomes for discipline courses. Lead faculty should collaborate with discipline members on an assessment plan for the discipline.
- Provide assessment rubrics to the Dean of Workforce Development and the Dean of General Education & Health Sciences to be used by part time instructors.

**Qualifications:**

- Employment as a full-time faculty member within the appropriate academic discipline at Morgan Community College.