



Faculty Handbook 2023-2024

Reviewed and Revised
February 2024



Philosophy

Established in 1925, Trinidad State College was the first community college in Colorado. With campuses in Trinidad and Alamosa, Colorado, Trinidad State is a comprehensive community college that provides an affordable and accessible education to students in southern Colorado and beyond. The College has five strategic priorities which serve as a philosophical guide for the institution.

The five strategic priorities are:

1. Transforming student experiences
2. Engaging faculty and staff
3. Cultivating our relationships
4. Enriching our communities
5. Operating with excellence

Mission

Enriching our diverse communities through quality educational experiences and lifelong learning

Vision

Educate for the future

Core Value

Students First



Acknowledgement of the Faculty Handbook

I am aware that the Trinidad State College Faculty Handbook is available for viewing or printing from the portal.

It is my responsibility to be aware of the contents of the handbook and Colorado Community College System policies and procedures. I further acknowledge my responsibility to attend orientation sessions for Faculty or Adjunct Instructors.

This receipt will be forwarded to the Human Resources Department to be placed in the faculty member's personnel file. This signed Acknowledgement form of the Trinidad State College Faculty Handbook is a condition of employment for all TSC Faculty.

Name: _____

Signature: _____

Date: _____

Campus: _____

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I. College Personnel

Reference: [CCCS State Board Policies and System Procedures – Series 3 -- Personnel](#)

II. Faculty Evaluation

Reference: [CCCS BP 3-31 Evaluation of Job Performance](#)
[CCCS SP 3-31 Evaluation of Faculty Job Performance](#)

III. Minimum Qualifications for Faculty

Reference:

[HLC Policies and Procedures for Determining Faculty Qualifications](#)
https://download.hlcommission.org/FacultyGuidelines_OPB.pdf
[CCCS Career and Technical Education Administrators'](#)
[Handbook](#)<https://coloradostateplan.com/administrator/administrators-handbook/>

Trinidad State College is a comprehensive degree-granting, public institution of higher education. All faculty members, full-time and part-time, are expected to possess adequate expertise to teach within their chosen field. The basic educational degrees set forth below are generally regarded as minimum standards for faculty.

ARTS AND SCIENCES FACULTY:

For guaranteed transfer courses: master's degree with 18 hours in the specific discipline

For non-transfer courses: master's degree

For developmental courses: bachelor's degree

CAREER AND TECHNICAL EDUCATION FACULTY

For nursing: master's degree in nursing

For business: master's degree with 18 hours in the specific discipline

For other areas: bachelor's degree or associate degree with appropriate work experience

Further information on the specific credentialing requirements for Career and Technical Education is outlined within the Colorado Community College System Career and Technical Education Administrators' Handbook (link above), 4.1.1. Exceptions to these minimum

requirements may be considered and granted under extenuating circumstances and through review. The College Credentialing Officer is the Vice President for Academic Affairs.

V. Academic Freedom

Reference: [Trinidad State College Guideline 1.10 Academic Freedom and Responsibility](#)

VI. Drug Free Schools and Communities

Reference:

[CCCS BP 19-30 Drug Free Schools](#)

[CCCS SP 19-30a Drug Free Schools](#)

[Trinidad State College Guideline 4.50 Drug Free Schools and Communities](#)

Trinidad State College complies with the Drug-Free Workplace Policy required by federal law and State Board Policy BP 3-24.

Reference:

<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-24-drug-free-workplace/>

Representative agencies include, but are not limited to, the following:

- a. Crossroads Managed Care
1004 Carbon Place
Trinidad, Colorado 81082
719-846-4153
- b. Las Animas County Alcohol and Drug Safety Program
Courthouse
Trinidad, CO 81082
719-846-4384
- c. Las Animas County Public Health Clinic
412 Benedicta Avenue

Trinidad, CO 81082
719-846-2213

- d. Las Animas County Social Services Department
204 South Chestnut
Trinidad, CO 81082
719-846-2276
- e. Parkview Chemical Dependency Programs
56 Club Manor Drive
Pueblo, CO 81008
719-545-5408
- f. Alcohol-Drug Treat Referral Treatment
1-800-966-DRUG
- g. Trinidad Police Department
2309 E. Main Street
Trinidad, CO 81082
719-846-4441
- h. Saint Luke's Hospital Drug Recovery Center
601 East 19th Avenue
Denver, CO 80203
719-869-2280

The Trinidad State College administration, in cooperation with the program activities cited above, is committed to ensuring that the privacy of the individual(s) is maintained in matters relating to the prevention and treatment of drug and alcohol abuse.

Edited: 7/92, 12/23

VI. FERPA/Student's Right to Privacy -- STUDENT RECORDS

Reference:

[CCCS State Board Policies and System Procedures – Series 4 -- Students](#)
[CCCS BP 4-80 Student Educational Records and Directory Information](#)
[CCCS SP 4-80e Student Educational Records and Directory Information](#)

Privacy of Student Records

Trinidad State College is required to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974, Sec. 438, Publ. L. 90–247, as amended, which sets forth requirements governing protection of student’s right to privacy in their educational records and affords them the right to inspect such records.

VIII. Use of Technology

Reference:

[CCCS State Board Policies and System Procedures – Series 6 -- Information Technology](https://cccs.edu/about-cccs/state-board/policies-and-procedures/)
<https://cccs.edu/about-cccs/state-board/policies-and-procedures/>

IX Use of Facilities

Reference:

[Trinidad State College Guideline 9.20 Use of College Facilities](https://trinidadstate.edu/pdf/guidelines.pdf)
<https://trinidadstate.edu/pdf/guidelines.pdf>

X Campus Safety/Security/Emergency Procedures

Campus Safety Administrative Responsibility

Security and college staff are available on each campus and prepared to respond to and make reports of criminal activity or other emergency situations which arise. Security risks due to design, maintenance, or operation of buildings, grounds or equipment should be directed to the Physical Plant Director. Should an incident occur, it should be reported to a supervisor or administrator immediately. Administrative responsibility for Trinidad State College, Trinidad Campus security is assigned to Vice President of Student Affairs, Berg 201, (719) 846-5458.

Reporting of Criminal Action or Emergencies: Students, staff, faculty, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Office in a timely manner.

To report a crime or an emergency on the Trinidad Campus, call 911 for the Trinidad Police Department. To report a non-emergency security or public safety related manner contact TSC Campus Security at 719-680-2119/719-846-5618 or the office of Student Affairs at 719-846-5458.

To report a crime or an emergency on the Valley Campus, call 911 for the Alamosa Police Department. To report a non-emergency security or public safety related manner contact the TSC Campus Security at 719-221-6398.

EMERGENCY PROCEDURES GUIDE

Introduction: These guidelines are for dealing with emergencies on the TSC Trinidad campus. Review of this guide is important for emergency preparation. Questions and requests for staff training may be directed to the Safety Committee via the Physical Plant Director on the Trinidad Campus at 719-846-5618 or the Vice President Valley campus 719-589-7075.

Criminal Activity: If you observe a crime in progress or suspicious behavior, immediately notify the Trinidad Emergency Dispatch Center: **Dial 9-1-1**

Keep yourself safe. Do not approach or attempt to apprehend the person(s) involved.

Report as much information as possible to dispatcher, including:

1. what the person(s) is/are doing.
2. location of criminal activity.
3. physical description and clothing of suspect(s).
4. license plate number of suspect(s)'s vehicle.
5. direction suspect(s) is/are traveling.

Stay on the telephone with the police dispatcher and provide additional information as the situation changes, until the first police officer arrives at your location.

MEDICAL EMERGENCY/ AMBULANCE

1. Dial 9-1-1

2. Give the dispatcher the following information:

- nature of the emergency
- your name
- phone number you are calling from
- your location

3. Do not move a seriously injured person unless they are in an immediate life-threatening situation.

BASIC FIRST AID

1. A first aid kit is in each building.

2. Contact the building supervisor if you are unsure where it is located.

3. Ask if anyone is certified to administer First Aid.

4. If there is not an immediate threat to an individual's health and safety, notify a TSC Faculty/Staff or an Administrator as soon as possible.
5. Give as much information as possible regarding the nature of the illness or injury.

FIRE / EXPLOSIONS

1. If you discover smoke, fire, or hear an explosion, immediately activate the nearest fire alarm system in the building.
2. After sounding the alarm, call the Dispatch center: **Dial 9-1-1**

Provide:

- Building name, floor, and room number.
- Type of incident.
- Your name and location

3. Attempt to contain a small fire by utilizing available fire extinguishers, **only if you are trained to do so.**
4. If the fire is beyond control or involves potentially explosive materials, **evacuate the building immediately.**
5. When a fire alarm sounds, evacuate the building.
6. **Instructors, make sure all students in your class are accounted for. Take your attendance record with you to notify emergency personnel of missing students.**
7. Walk, do not run, to the nearest stairway exit and proceed to ground level.
8. Close doors and windows as you leave.
9. The alarm may not sound continuously. If the alarm stops, continue the evacuation, and warn others who may attempt to enter the building after the alarm stops.
10. **DO NOT USE ELEVATORS DURING A FIRE EMERGENCY.**
11. Leave the building and move at least 500 feet away to your gathering place, leaving walks and drives open for arriving firefighters.
12. Do not return to the building until directed to do so by police or fire officers.
13. Someone familiar with the situation and who knows the area involved should meet the arriving emergency service personnel (ambulance, fire department, police department, etc...)
14. Everyone **MUST** follow the orders of the fire and police department when they arrive.
15. Notify firefighters on the scene if you suspect someone may be trapped inside the building.
16. Report potential hazards or address fire prevention questions to TSC Physical Plant at 846-5618 (w) or 845-6060 (cell); Emergency Management Coordinator 719-846-5116.

EMERGENCY EVACUATION OF THE DISABLED

Faculty and supervisory staff who have disabled people under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other evacuation emergency.

AMBULATORY PERSONS:

1. Evacuate ambulatory disabled people (blind, hearing impaired, etc.) with other building occupants.
2. Provide an escort to accompany him/her

WHEELCHAIR DEPENDENT PERSONS:

1. Do not use elevators, unless directed to do so by the fire or police department.
2. Protect individual in place, until rescue personnel arrive.
3. A prearranged escort should proceed with the individual to the nearest safe stairway.
4. Once the stairs are clear of other evacuating people, enter the stairway and remain on the landing near the door.
5. If the stairway becomes smoke filled or unsafe, move back into the building and proceed to another usable stairway.

If none is available, locate the nearest designated safe area, close the door, and call Dispatch Center: **Dial 9-1-1**

If no phone is available, try to wave a coat or similar large object out a window to gain attention.

6. Faculty and staff who have mobility restricted individuals under their direction must notify police and fire authorities of the location of these people. This should be done in person, outside of the building.

UTILITY FAILURE

In case of utility failure, call:

- TSC Physical Plant Director719-845-6060.
- After hours, dial.....719-845-6060 Be prepared to provide:
 - Building name
 - Floor
 - Room number
 - Type of incident
 - Person to contact and extension

1. During power failures, areas that do not have enough natural light to clearly see exit corridors, exit stairs, or exit doors should be evacuated while emergency lights are on.
2. The building should not be re-entered until power is restored.
3. Emergency lighting is temporary and is not provided to continue building operations.

CHEMICAL AND BIOLOGICAL SPILLS

Chemical spills not posing a serious health hazard should be handled as follows:

1. If you are not trained to clean such spills or are not thoroughly familiar with the spilled material, you and all other people in the room should immediately exit the room, closing the door behind you. If feasible, place a sign on the door warning of a spill inside, or station someone at the door to prevent others from entering.
2. If you have been trained to do so, attempt to confine the spill, and if you are thoroughly familiar with the hazards of the spilled chemical or biological material. Use all safety procedures you have been trained in.

If the spill is potentially hazards, or if you are unsure, take the following steps:

1. Avoid contact with any solid, liquid, or gaseous chemical or biological materials, including vapor clouds.
2. Sound the building fire alarm.
3. Evacuate the building 500 feet from the building and leave a clear access for emergency personnel.
4. In large spills, or if a vapor cloud can be seen, the minimum safe evacuation distance is ½ mile (10 city blocks) upwind.
5. Do not return to the building unless instructed to do so by the police or fire department.
6. If emergency personnel instruct you to stay inside the building, close all doors and windows, and seal cracks around doors with towels, rags, or other material. Contact TSC Physical Plant to turn off the building ventilation:
Dial 719-846-5618 (w) or 719-845-6060 (cell)
7. As soon as you have evacuated, call the Trinidad dispatch office:
Dial 9-1-1 and identify the: building name, floor, room number, type of incident, chemicals involved.
8. Do not touch any object or person who may have been exposed to a chemical or biological spill, as you may then become contaminated.

GAS LEAKS

If a gas cylinder or piping begins leaking:

1. Confine the fumes or fire as much as possible to limit impact to the leak area by closing doors in the immediate area of the leak.
2. Sound the building fire alarm so evacuation can begin.
3. Call Dispatch center: **Dial 9-1-1**
Provide Building, floor, and room number, type of incident, Chemical names of gases involved.
4. Evacuate the building to a safe area at least 500 feet away, leaving access for emergency personnel.
5. Do not return to the building until instructed to do so by the police or fire department.
6. Suspected gas leaks or suspicious odors should also be reported to the TSC Faculty/Staff or Administrator so they may notify the City Utility Department.

7. Contact the TSC Physical Plant at **719-846-5618**.

PSYCHOLOGICAL CRISIS

A psychological crisis exists when an individual is threatening to harm him\herself or others or is out of touch with reality due to severe drug/alcohol reaction or a psychotic breakdown. A psychotic breakdown may be manifested by delusions, hallucinations, disorganized speech, uncontrollable behavior, or catatonic behavior. If psychological crises occur:

1. Never try to handle a situation on your own that you feel is dangerous.
2. In extreme emergencies, immediately call the Dispatcher: **Dial 9-1-1**
 - Clearly state that you need immediate assistance,
 - Provide your name, location, and phone number.
3. Notify a TSC Faculty/Staff or TSC Administrator

Additional Resources: **National Suicide Hotline.....800-273-8255**
<http://suicidehotlines.com>

XI Campus Closures

TSC classes, offices, and services will be open and functioning every day as listed in the official calendar. In general, students, faculty, and staff members are expected to be present according to their normal schedules, unless specifically released.

There may be times when certain staff members cannot travel to work because of adverse weather conditions. If such conditions create extreme travel hazards for an individual staff member, the employee should notify his/her supervisor or department. Faculty and adjunct instructors should contact the students on their rosters if they are unable to travel to campus due to adverse weather conditions.

If adverse weather conditions are widespread and extremely severe, the President of TSC or designee may determine that classes should be canceled and announce the cancellation by means of the Emergency Notification.

Appendix

- A. Faculty Evaluation forms
- B. Catastrophic Event Wallet Card 8/23 version

Faculty Annual Performance Plan
Trinidad State College
Faculty Performance Plan & Evaluation Form

Faculty Information

Name: _____
S#: S _____ Phone #: _____
Email: _____
Department/Program: _____
Academic Year: _____
Final Annual Performance Rating:

Exemplary
Commendable
Needs Improvement

Primary Program Area Assignment: _____
Secondary Program Area Assignment (s): _____
Current Credential Date of Issue: _____
Current Credential Expires: _____
Hours toward New Credential: _____

I have read and received a copy of the above performance evaluation.

- I agree with the overall performance evaluation/rating.
- I disagree* with the overall performance evaluation/rating.

Faculty:

Print Name

Signature

Date

*Disagreement does not automatically constitute an appeal of the evaluation. If a faculty member wishes to appeal their written evaluation and overall performance rating, they must follow the appeal procedure as stipulated in the Faculty Performance Plan.

Dean/Division Chair:

Print Name	Signature	Date
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Vice President of Academic Affairs:

Print Name	Signature	Date
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(Revised March 2022)

Process:

The processes for the Performance Plan and Performance Plan Evaluation are summarized below. Refer to SP3-31 and Faculty Handbook for details. Faculty will be evaluated according to their documented responsibilities, job descriptions, and the ability to meet program, college, and System Board goals related to their area of responsibility. (SP 3-31)

Faculty and supervisor will meet no later than the second Friday of September to develop a Performance Plan defined as a documented agreement between faculty and supervisor on projected activities or improvements for the evaluation period. Completed and signed performance plan is due to HR no later than October 1st. Faculty will prepare a draft Performance Plan and send to supervisor at least 2 days prior to planning meeting.

The Performance Plan may be reviewed and revised during the evaluation period as agreed upon by faculty and supervisor. Faculty and supervisor will meet between the end of fall semester and no later than the last day of January for a mid-year review. Mid-year discussions and any adjustments to the work plan must be documented with signature and date and sent to HR by February 1. Faculty will prepare a mid-year update on progress toward goals at least 2 days prior to the scheduled mid-year meeting.

Faculty will submit a teaching performance self-evaluation and a service performance self-evaluation to their supervisor at least 2 days prior to the scheduled end-of-year performance evaluation meeting. Faculty and supervisor will complete the Performance Plan Evaluation no later than the final spring semester faculty contract date, and signed evaluations must be sent to HR no later than the first Thursday following the end of faculty contract (one week after end of contract).

BP 3-20 Due Process for Faculty -Colorado Community College System:

<https://cccs.edu/policies-and-procedures/board-policies/bp-3-20-due-process-for-faculty/>

SP-3-31 Evaluation of Faculty Job Performance: <https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-31-evaluation-of-faculty-job-performance/>

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

TSC Guidelines: <https://trinidadstate.edu/pdf/guidelines.pdf>

TSC Strategic Plan and Centennial Goals: <https://trinidadstate.edu/strategic/index.html>

Performance Plan Agreement

Includes Annual Professional Goal Plan for Teaching and Service

To be completed by both Faculty and Supervisor by 2nd Friday in September of current academic year. See Appendix A for explanation and examples. See Appendix B for Performance Plan template.

Annual Faculty Professional Goal Plan:

Name:

Program Area:

Academic Year & Dates:

PROFESSIONAL GOALS: (Using the S.M.A.R.T. Goal worksheet as a guide, list 3-5 goals for the current academic year [At least 1 professional, 1 teaching and 1 service, with optional addition of 2 goals extra of any type if desired]. Keeping students first, ask yourself how each goal you create makes one more student succeed.)

I concur with the Performance Plan as written.

Faculty Name:

Faculty Signature: Date:

Supervisor Name:

Supervisor Signature: Date:

****Complete Mid-Year Adjustments only if making changes to current annual goals****

Mid-Year Adjustments [Describe mid-year or mid-semester changes in Teaching and/or Service. To be completed by Faculty and Supervisor any time before scheduled mid-year evaluation]

Provide narrative description of mid-year changes. Provide any other information or context needed for changes (e.g. per discussion with Supervisor; based on course load change)
NOTE: If more space for goals is needed, please attach a word document.

Teaching Adjustments:

Service Adjustments:

Supervisor Comments:

Mid-Year Evaluation [To be completed by Faculty and Supervisor by end of January of current academic year]

I have attended my mid-year meeting and concur with the mid-year changes as written if any.

Faculty Name:

Faculty Signature: Date:

Supervisor Name:

Supervisor Signature: Date:

**Supervisor Evaluation of Faculty Instruction
Classroom Observation**

Supervisors shall conduct observations of faculty in their classrooms/labs/shops and evaluate and record faculty instructional performance using this form. [To be completed by Supervisor]

Faculty Member: _____ Date: _____

Course Name: _____ Evaluator: _____

- ____1. Meets and conducts class according to scheduled time and location.
- ____2. Shows evidence of having prepared for class.
- ____3. Uses class time effectively and meaningfully.
- ____4. Uses instructional aids and classroom technology where appropriate.
- ____5. Uses effective and appropriate teaching methods for the subject matter and student audience.
- ____6. Stimulates student participation as appropriate.
- ____7. Professional faculty/student rapport is evident.
- ____8. Treats students respectfully.
- ____9. Encourages students to think critically.
- ____10. Maintains appropriate classroom control and management.
- ____11. Enforces appropriate safety measures (primarily in lab activities).

Comments:

Faculty Self-Evaluation and Check List
[To be completed by Faculty]

Faculty Member: _____ Date: _____

Department: _____

Annual Performance Plan [Discuss activities you have completed and how they relate to your Professional Goals and to your Annual Performance Plan]

1.

2.

3.

Teaching Related Activities & Classroom Performance [Evaluate your teaching activities. Areas of assessment can include classroom activities, communication, student retention, meeting deadlines, methodology, student engagement, or other activities service to the College and Community].

Service-Related Activities [Describe service activities. Include committee assignments, in-service training, course development and related College activities. Also list community activities in which you actively participate and how these activities positively expose Trinidad State College to the community].

Faculty Self-Evaluation Checklist [To be completed by Faculty]

Classroom Performance

- _____ Meets and conducts all courses as assigned according to schedule and location.
- _____ Provide and explain course syllabus during the first week of each course.
- _____ Teaches to and assesses student learning outcomes and course competencies.
- _____ Uses effective and appropriate teaching methods and techniques for the subject matter.
- _____ Presents material in an organized and appropriate manner, using instructional aids and classroom technology as appropriate.
- _____ Treats students respectfully.
- _____ Encourages students to think critically.
- _____ Keeps students informed of their grades and progress.
- _____ Maintains appropriate classroom management.
- _____ Keeps the area orderly, safe, and prepared for students.
- _____ Implements and assists with plans to help retain students as developed by Student Success Center.

Service

- _____ Updates course, department, or division information as required.
- _____ Initiates or assists in course and program development.
- _____ Engages in community activities to expose TSC to the community in a positive manner.
- _____ Attends or participates in variety of college and student related activities across campus.
- _____ Participates in any college recruitment activities.
- _____ Assist recruiters with recruiting activities.
- _____ Participates in community events. Describe these events and your participation.
- _____ Communicates no-shows by census date.
- _____ Posts and makes teaching schedule and office hours available.
- _____ Submits syllabi, course schedules and other required documentation before deadlines.
- _____ Attends and actively participates in division and department meetings.
- _____ Conforms with State Board and TSC policies and procedures.
- _____ Submits documentation of how professional goals are being met.
- _____ Obtains and maintains appropriate credentials, licenses, and/or certificates.
- _____ Keeps current in area of expertise. Describe these efforts.
- _____ Actively participates in required in-service and assessment meetings and activities.
- _____ Maintains confidentiality of correspondence, records, and conversations.
- _____ Maintains exemplary standards of professional conduct and ethics.
- _____ Meets deadlines and responds to communication from deans and division chairs in a timely fashion.
- _____ Demonstrates appropriate self-control both in and outside the classroom.
- _____ Is open to and accepts constructive criticism.
- _____ Demonstrates flexibility by adapting to varying assignments and situations.

- _____ Manages workload and time effectively.
- _____ Cooperates with peers within program area to devise and implement curriculum/assessment.
procedures, select textbooks and perform other department functions.
- _____ Displays the ability to work with diverse individuals.

Appendix A

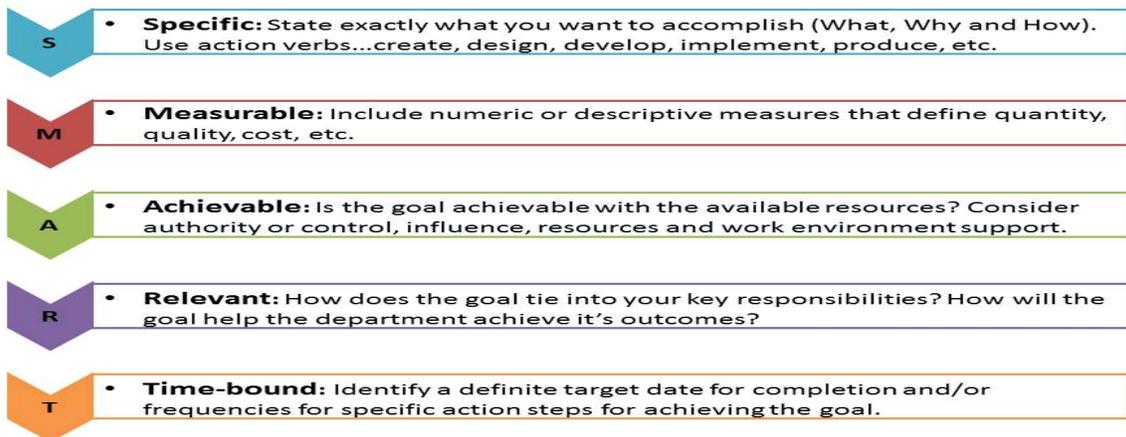
The Performance Plan Will:

- Be based on documented responsibilities and job descriptions of faculty (SP 3-31)
<https://www.cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-31-evaluation-of-faculty-job-performance/>
- Align to Colorado Community College System (CCCS) and Trinidad State College (TSC) goals and strategic plans.

Include SMART goals.

- **Specific** - clear, easily understood, and should state the specific result expected.
 - Why the goal is important?
 - Why this focus?
 - What are the anticipated outcomes and milestones?
 - What activities will be implemented?
- **Measurable** – many means of measuring outcomes should align to the desired objective.
 - How success of the activity will be measured?
 - What are the anticipated outcomes and milestones?
 - What activities will be implemented? How will I know that I accomplished it?
- **Attainable** – realistic with the capabilities of the faculty, job description, and resources.
 - Is it a long-term goal or a short-term goal?
- **Relevant** – developed with the bigger picture in mind.
 - How does it align with CCCS and TSC strategic plan, instructional plan, and departmental goals?
- **Timely** – able to be accomplished in a reasonable time.
 - How and when it will be undertaken?

The Performance Plan will reflect the two categories of Teaching and Service. The Plan is individual to the faculty and their specific teaching and service obligations for a given year. Both faculty and supervisor will provide narrative evaluation of the plan.



Teaching Performance Plan

- Goals:

- Identify at least one teaching related goal.
- Relate your goals to any of TSC's Strategic Plans and Centennial Goals
- State how you will assess your goal(s)

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

- Teaching Goals Can Include:
 - Currency in the field and in the teaching methodology.
 - Teaching skills.
 - Integration of technology into course work.
 - Incorporation of student retention strategies
 - Curriculum development related to an individual faculty member implementing a new course prep.
 - Improvement to a faculty member's individual course based on assessment results.
 - Professional interaction with students.
 - Student engagement.
 - Promotion of student achievement.

Examples:

Sample Goal #1: Integrate the use of WebEx to live-stream my classroom lectures and learning activities by the end of the Fall semester. This goal relates to TSC's Centennial Goals.

Sample Goal #2: Enhance student success by developing and integrating content about effective communication into my curriculum resulting in three course projects for students which will also align to the course learning outcomes during the XXXX academic year.

Sample Goal #3: Promote collaborations and nurture external partnerships to create opportunities for quality work-based learning opportunities including internships, practicums,

and clinicals to support current and future programs. By the end of the academic year XXXX, I will expand the number of industry partnerships in my area by 10%.

Service Performance Plan

- Goals:
 - Identify at least 1 service-related goal.
 - Relate your goals to any of TSC's Strategic Plans.
 - State how you will assess your goal(s).

- Questions to Think About:
 - How does the goal improve TSC?
 - What activities will be implemented to reach your desired outcomes?
 - What is the timeline to achieve this desired outcome?

Service includes fulfilling the mission and the goals of the college outside the classroom. These may include but are not limited to: Building new programs; curriculum coordination and development; advising and outreach; administrative assignment; committee work (system-wide and college-wide); sponsoring and participating in student activities; attendance at college activities and events.

Examples:

Sample Goal #1: Assist the Assessment, Curriculum Committee or Distance Learning Committees to ensure high quality programming with clear and accurate, course maps, 5- year plan, and alignment with industry standards, appropriate credit hours, delivery formats, and assessment plan.

Sample Goal #2: Develop two OER courses over the academic year as a service commitment to the program.

End of Year Service Performance Self-Evaluation

- Narrative Service Performance Self-Evaluation (to be completed by Faculty).
- Provide overall self-evaluation for the period.
- Narrative should align to Service Performance Plan and to SP 3-31.

Evaluation Details on Goals

- Provide self-evaluation about your goals within the Service Performance Plan.
 - Consider the following questions when crafting this section of the self-evaluation:

- How did your goals align to System Board goals, college strategic directions, instructional goals, or center/program objectives?
- What were the outcomes?
- What activities did you complete?
- What was the impact of any professional development activities you participated in on the students, or the program/college?

End of Year Performance Evaluation

- Supervisor’s Performance Rating Narrative and Justification:
 - Provide evaluation of performance based on the plan and areas of focus for the evaluation period. This narrative should:
 - Align to Teaching Performance Plan aspects and SP 3-31.
 - Align to Service Performance Plan aspects and SP 3-31.
 - Justify the overall Performance Rating (Needs Improvement, Commendable, Exemplary).
 - Identify areas of competencies and achievement and/or areas for improvement.

Definitions 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. 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.

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.

Annual Faculty Professional Goal Plan

Name:

Program Area:

Academic Year & Dates:

PROFESSIONAL GOALS: (Using the S.M.A.R.T. Goal worksheet as a guide, list 3-5 goals for the current academic year [At least 1 professional, 1 teaching and 1 service, with optional addition of 2 goals extra of any type if desired]. Keeping students first, ask yourself how each goal you create makes one more student succeed.)

Faculty/Instructor Signature

Date

Supervisor Signature

Dat

Catastrophic Event Wallet Card 8/23 version

Name	Office	Cell		Trinidad Police Dispatch	719-846-4441
Dr. Rhonda Epper, Pres	719-846-5541	303-507-7338			
Lynette Bates, VP	719-846-5559	719-859-1446		Alamosa Police Dispatch	719-589-5807
Jim Kynor, VP	719-589-7075	719-201-8391			
Shannon Shiveley, VP	719-846-5569	719-680-9611		High Point Security Trinidad #	719-680-2119
Freddy Burciaga, VP	719-846-5458	719-569-0991			
Lori Rae Hamilton, Dean	719-846-5524	719-680-0121		High Point Security Valley #	719-221-6398
Jack Wiley, Dean	719-589-7064	719-510-5755		High Point Security Office #	719-580-5560 (Pat)
Todd Cotton< Communic.	719-589-7101	307-277-1857			
Greg Boyce, Communications		719-821-6317		Suicide Prevention	800-273-8255
Facilities	719-846-5619	719-845-6060		Poison Control Center	800-332-3073
Ira Williamson, IT	719-846-5661	719-680-0374		Notify Me is sent from trinidadstate.apparmor.com	
Tech Support	719-846-5663			User Name xxxxxx@trinidadstate.edu plus password	

For the Trinidad campus: KCRT - Trinidad 719 846-3355			

<p>KSPK - Walsenburg 719 738-3636 Make sure you designate which campus because this station broadcasts in both Trinidad and Alamosa</p> <p>KRTN – Raton 575 445-3652</p> <p>KKTV 11 News - email to Newsall@kktv.com or 719-578-0000. Password 3 Snow</p> <p>KRDO TV 13 - 719 575-6285 Our Code is 1697</p> <p>KOAA TV 5 - 719 577-4650 Our User name is 1568. Password 1640</p> <p>KOB TV -Albuquerque: http://kob.com/closings Org ID: 2058 Password: 6548</p> <p>For the Valley campus: Channel 2 News - Denver KWGN.com/weather/closings and follow instructions</p> <p>KOB TV -Albuquerque: http://kob.com/closings Org ID: 2057 Password: 5816</p> <p>KXMT Radio 1-575-758-5998</p> <p>KRZA Radio 1-800-290-0887 or 719-589-8844</p> <p>KZBR Radio: email sales@KZBR971.com</p> <p>KSPK Radio 1-719-738-3636 Let them know which campus (they serve both Alamosa and Trinidad)</p>		
		<p>All contact with media will be managed by Director of Communications/Communications Specialist</p>