

Allen Tieri

Name: Allen Tieri	Job Title: Media Arts Faculty
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Our performance appraisal is designed to be beneficial to you, your instructional supervisor and EDMC. By completing this worksheet you help to ensure that your views are considered as your performance is being appraised, and help to make your appraisal meeting as meaningful and productive as possible. If additional space is required, attach a separate sheet.

1. **ACCOMPLISHMENTS:** Review each of the key job elements and performance expectations from your copy of the planning section of the Performance Planning and Appraisal Review form. In this section, describe the contributions and accomplishments you have made during this review period in each of your key job elements.

Key Job Elements	Employee Contributions & Accomplishments
Establishes a learning centered classroom conducive to collaborative learning and student involvement.	Classes include: discussions, demonstrations, skill activities and individual/group projects.
Performs student assessment of learning objectives based on course curriculum, master course syllabus and exit competencies.	I create a weekly outline hitting key components of the course and measure student progress through skills testing & exams.
Demonstrates a commitment to student success in fostering academic and career goals and partnering in the learning process.	I regularly review and critique student work, resumes, portfolios, and demo reels. I am also an active tutor and member of the Student Success Committee.
Communicates constructive feedback at each class period; provides weekly constructive feedback to students.	I direct the class on all projects, from beginning to completion, guiding them to build successful works, through critique and one-on-one assistance.
Performs classroom set up in a timely manner; arrives prior to class start, maintains an active presence, and provides active classroom instruction for the entire class period.	I arrive an hour before class starts to make myself available for student meeting, club, tutoring or simply to take care of classwork and when available classroom setup.
Has knowledge of and utilizes available academic resources and directs each student in ways that foster a successful learning experience, incorporating in the use of lesson plans.	I continually research methods of practice and application in the Media Arts and regularly use available resources such as our library, Lynda, Digital Tutors and online forums. I incorporate various methods of learning to maximize student comprehension.
Is accessible and assist students in solving problems promptly that may impede successful course completion through advising and/or referrals; enforces institute academic and attendance policies.	I am regularly available for tutoring, promptly advise through email correspondence and communicate attendance issues appropriately both in person and through email.
Communicates appropriately with faculty, staff and administration; expresses ideas and thoughts clearly in written form, and in a professional manner. Involved in the school community.	My colleagues have always been of great assistance whenever I needed guidance and I have been grateful enough to return the favor whenever need. I participate in meetings, and communicate class, classroom and student functions appropriately.
Keeps accurate records; submits grades, attendance and other reports on time.	I submit grades on time and maintain record copies as backups.
Maintains required academic credentials; continues to develop professional and technical skills; remains current on related software or industry trends as appropriate.	I hold an MFA in Digital Imaging & Film, participate in industry conferences and events, judged contests, and I regularly complete research on current trends and industry standards.

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2. **PERFORMANCE DIFFICULTIES:** Describe any difficulties you had during this review period which made your performance less effective than it could have been. Discuss why you believe you had these difficulties.

Student attendance and willingness to learn and/or participate at times caused difficulty, it could slow down demonstrations due to missing lectures and demand an unequal amount of my assistance when working one on one with students. I believe I did a good job in maintaining a fair ration between working with students one on one. Students who were falling behind I advised meeting outside of class time for additional instruction.

3. **IMPROVEMENT PLANS:** Reflect on your key job elements, your performance expectations, your accomplishments and your difficulties. Discuss any plans which you feel will result in improvement of your performance. You and your instructional supervisor will spend time discussing these plans to ensure they are realistic and in line with other department activities. Plans might include development needed, support needed from others, equipment, etc.

Continue to offer my support and services in mentoring, tutoring, and educating students to ensure successful student outcomes.

Develop interesting ways to present materials.

Create projects that engage students and inspire creativity.

Enforce the importance of attendance and completing work on time (reaching goals and meeting deadlines)

4. **ADDITIONAL COMMENTS:** If you desire, indicate any special areas you wish to discuss as part of your appraisal interview (i.e. personal career interests, concerns, ideas, etc.)

I enjoy the supportive faculty who has helped me learn and grow as an educator. Tinley Park has been a great workplace and I am thankful to have started my career in academe here and also under the direction of Dr. Michael Saint-Luke Robinson.

EMPLOYEE SIGNATURE	DATE
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