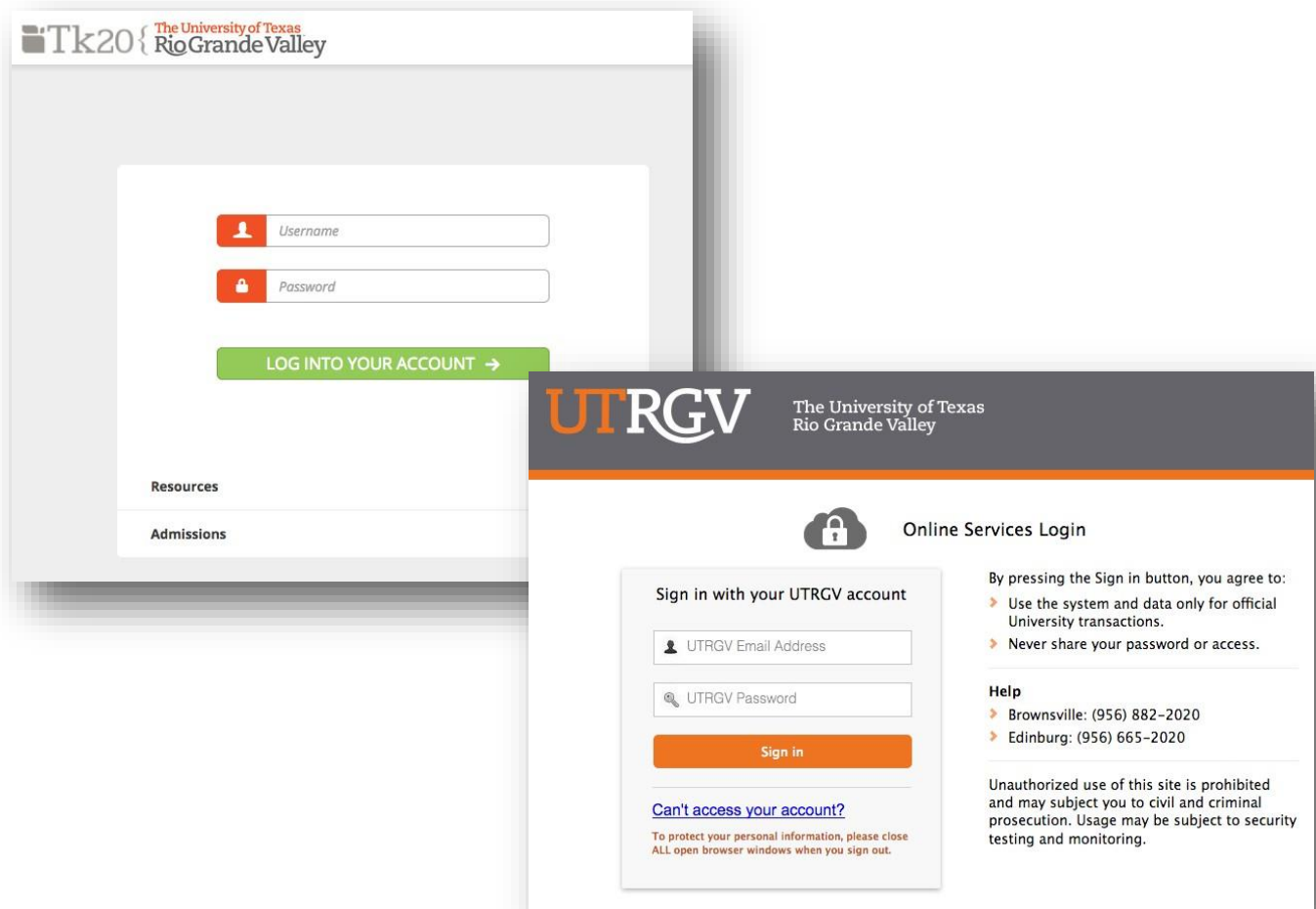


**Log into Tk20:**

1. Using the latest version of *Firefox or Chrome* browser, go to the following URL: <http://utrgv.tk20.com>
2. Enter your UTRGV credentials.
3. You will need to enter them twice in order to log into TK20.





## Viewing an Assessment Portfolio

1. Click on Portfolios in the sidebar.
2. Click on the Name of the Portfolio under Received Portfolios.

### MY PORTFOLIOS

Sent Portfolios   **Received Portfolios**



<input type="checkbox"/>	Name	Status	Sent By
<input type="checkbox"/>	 <a href="#">Part-Time Faculty Evaluation</a>	Open For Editing	Administrator, CEP

## Portfolio Layout


- Portfolio Tabs: each sub-tab represents a different section of the portfolio
- Title & Instructions: title and pertinent instructions are located on the Assessment Portfolio cover page
- Assessment: portfolio evaluator(s) of your work
- Extension: You may be granted an extension on your submission.
- Feedback: Your evaluator may leave feedback

### PART-TIME FACULTY EVALUATION

Part-Time Faculty Evaluation   Documentation Required via Tk20   File Upload   Assessment   Extensions   Feedback

**Portfolio Name:** Part-Time Faculty Evaluation

**Description:**



.....  
**College of Education  
& P-16 Integration**

**Evaluation of Part-time Lecturer  
Teaching and Learning**

**Policy statement**

The College of Education and P-16 Integration will use the following strategies for the mentoring and professional development of part-time lecturers for the purpose of evaluation and recommendations for reappointment.

Together with course assignments, the Department Chair will provide each part-time lecturer with documentation stating the obligations and expectations for the part-time lecturer to adhere to which shall be in accordance with the Texas Education Code of Ethics.

## Completing an Assessment Portfolio

### Artifact Attachment

- Click on the sub-tab to the right of the Assessment Portfolio cover page.
- Assessment Portfolios require you to complete files known as Artifacts.
- To complete an artifact, click on the Select button and follow the instructions on the screen.
- All fields with an asterisk (\*) must be filled in before the system will let you add your artifact.

#### PART-TIME FACULTY EVALUATION

Part-Time Faculty Evaluation

Documentation Required via TK20

File Upload

Assessment

Extensions

Feedback

#### INSTRUCTIONS

Documentation Required via TK20 - Please include the following via the artifact form below:

Narrative Summary/Reflection of Teaching:

- Please list the courses taught in this semester or academic year.
- What are your reflections on course evaluations for each course?
- What are the challenges in teaching this semester or academic year?
- What were your accomplishments in teaching this semester or academic year?
- Service if applicable

#### ATTACHMENT(S):

CEP- Evaluation of Part-time Lecturer (Narrative Summary/Reflection of Teaching):

Select

Unattached

ADDITIONAL ATTACHMENTS (OPTIONAL):

#### ATTACHMENT(S):

File:

Select

Unattached

Artifact Details:

Please complete the Narrative Summary/Reflection of Teaching Form as part of your evaluation.

Title:\*

CEP- Evaluation of Part-time Lecturer (Narrative Summary/Reflection of Teaching): 1

Description:

NARRATIVE SUMMARY/REFLECTION OF TEACHING

Please list the courses taught in this semester or academic year. \*

## Submitting an Assessment Portfolio

- To save your progress click on the save button located on the lower part of the screen.
- When you are done working on your Assessment Portfolio you can click on Submit.
- You will not be able to submit until all required files are submitted (This does not include Assessment, Extension or Feedback as these pertain to your evaluator).

