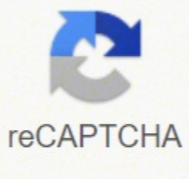




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## Dofe assessor's report pdf form texas state online

Here's an opportunity for you to voice your appreciation. The nomination form will be directed to the VPSS office electronically. First things first, it's important to understand the different terms used by DoFE, because it can get a bit confusing. If you have any questions, ask your DoFE leader. What needs to be included in an Assessor's Report? The Assessor's Report must be personal to you. Per course faculty are required to meet classes and hold regular office hours. Per Course faculty are limited to teaching 2 classes per semester. Direct Deposit Enrollment | The Direct Deposit Enrollment form will be used by the Office of Payroll and Tax Compliance for in-person requests for enrollment, changes or to cancel direct deposit in the. Current employees can enroll in direct deposit via SAP Portal. Staff may teach one (1) regular class per each long semester on campus during normal working hours with supervisory approval as well as concurrence from the divisional vice president. To nominate a team, complete the on-line form. Percent faculty are required to meet classes, hold regular office hours, and participate in committee, research/service, and scholarly activities in accordance with departmental guidelines based upon the percentage of the appointment. However, if one of your sections doesn't seem to have an obvious assessor, speak to your DoFE leader and they will help to solve this issue. For your expedition section the rules are slightly different and typically the expedition providers will have their own qualified assessors. How to collect the evidence you need? What evidence are you required to submit? Once you have completed one of your DoFE sections you will need to submit an Assessor's Report as evidence. Enter your routing and account number as follows: Bank Routing Number: Nine-digit number Account Type: 01 for Checking or 02 for Savings Account Number: Your bank account # (usually 10-12 digits) Payment Method: Change to "Bank Transfer (ACH PPD) Valid as of: Today Existing Account (for validation) DO NOT reenter account number, please read instructions below. If not, please contact [email protected] Missing Maps is made possible thanks to the following organizations. It will not be approved if the same report could be applied to a different student. Current employees: Log into SAP Portal Click "My Personal Profile" in the Payroll-Benefits section Click the pencil icon to the right of "Main Bank" (on the right side of your name). Staff who teach are required to provide to the department all documents needed for a faculty hiring packet. Guidelines for Accepting Transcripts | Used to guide new faculty members through the process of requesting electronic transcripts and certified evaluation of foreign transcript and/or documents from foreign universities. Per Course Faculty Contract | Used for all per course appointments, both initial and subsequent. Account manager approval and written documentation as to how work hours are to be made up must be submitted with the contracting documents and PCR. Refer to UPPS 04.04.11 for additional information. We ask for your email address and phone number to enable their DoFE Leader to contact you should they wish to discuss your assessment with you and so we can send you a copy of the report you submit. Human Resources has compiled the following forms and documents for users. There are a number of different people involved in helping you to achieve your award, and each of them have a specific, and separate, purpose. You'll have a number of assessors who each oversee or run one of your DoFE sections, and who write the evidence you submit to eDoFE. In addition to the three-hour or four-hour class noted above, an exempt staff member may also teach one one-hour section of University Seminar subject to the same schedule adjustment provisions. Note: Official transcripts from all degree granting institutions must be submitted to comply with credentialing guidelines from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Please ask the young person you have been supporting for these details. Please read our Privacy Statement for information on how your personal information is secured. Therefore, they cannot be a member of your family." DoFE doesn't state whether a friend can be an assessor, but the implication is that they can as long as they meet the following criteria. DoFE says that your assessor must be "interested in helping you to achieve [your award], has some knowledge of the activity you are doing and can be available over the time you're doing it". Program Faculty can be appointed in paid or non-paid positions. The department chair determines the appropriate type of appointment. Regardless of the type of position (paid or non-paid), a current vitae and the original transcript of the highest degree conferred must be included in the hiring packet for all individuals appointed as Program Faculty. This policy has been implemented in order for us to verify credentials and to comply with SACSCOC requirements. New Enrollment: If you are not currently signed up for direct deposit, please delete the question marks and leave space empty. Do you know of a team that deserves recognition for their work? To nominate an individual, please visit the website. You will need to log in to the secure IT's site and complete the form. If you're doing DoFE through your school, your leader will likely be a teacher. Below I've added a sample Assessor's Report supplied by DoFE, and one of my actual Assessor's Reports from my Gold award. There are some rules on who can and can't be your assessor though, which I go into later in this article. Nominations are submitted to the VPSS Office. The assessor can be almost anyone, from the football coach who you do your Physical section with, to the neighbour who is teaching you how to cook for your Skill. Faculty and Academic Resources has compiled the following new hire forms and documents. Generally, an assessor will have no external connection to DoFE. Your leader is the person who approves activities, signs of your evidence, and helps to make sure your award is going smoothly. Contracting of Temporary Faculty | Used for initial and subsequent appointments for graduate and doctoral teaching assistants; continuing contracts for all faculty who are not tenured or on tenure track even if they are in the department budget; and subsequent phased retirement faculty appointments. Transcripts and certified evaluations should be mailed to Texas State University, Faculty and Academic Resources, Attn: Beth Koen, 601 University Drive, San Marcos, TX 78666 or sent electronically to oak15@txstate.edu per the Guidelines for Accepting Transcripts. As DoFE explains, "They must be independent. The young person must have entered their section details in eDoFE before you can submit your report. It wasn't a big deal — I just had to add the email address and resubmit the Assessor's Report, but it was a bit of a hassle and took a few additional weeks before finally being signed off. You'll need to include your assessor's full name, role (e.g. Head of Choir), phone number and email address. This means that your friend couldn't be the assessor of a Skill section in plant growing if they only bought their first houseplant last week. You'll find that for your skills, physical, and volunteering sections there is usually someone who is the natural assessor: the dance coach, the charity shop manager, the piano teacher, the personal trainer and so on. As DoFE states, "the feedback within the Assessor's Report must be personal to the individual and usually made up of several short paragraphs." Before you submit your Assessor's Report, also make sure that it has all the necessary details and contact information to reduce the chance of your evidence being inappropriately flagged. Here's an opportunity to do something about it. For the expedition the evidence will usually be submitted and signed off on your behalf without you having to do anything. All resources are listed alphabetically, please click the drop down arrow to expand the form and view the purpose statement. Do you work with someone you feel should be recognized for their quality services at Texas State? All you need is the participant's eDoFE ID number, their Award level (Bronze, Silver or Gold) and the section you are assessing them for (Volunteering, Physical, Skill, Expedition or Residential). Staff may not be compensated for teaching this class, unless the employee uses vacation, compensatory time or flex time to cover the teaching hours or the supervisor modifies the employee's work schedule around the hours spent teaching. Note: If you have a problem with the CAPTCHA code, please use a different device/network/browser and this should solve the issue. (Note: Access has been provided to all Senior Admin and Admin III) New Employee Notices | Important notices for new employees required by law. Per Course Faculty Contracting Form: The Per Course Faculty Contracting Form is used for all per course appointments, both initial and subsequent. Per Course faculty are limited to teaching 2 classes per semester. An Assessor's Report contains details of your achievements throughout the section, and can only be written by your chosen assessor. You will need to submit an Assessor's Report for every section other than the expedition, which has different rules as mentioned above. Program Faculty: The title of Program Faculty is appropriate 1) when the faculty member is performing duties other than regular teaching duties, or 2) when an employee is hired for a specific duty and is not the teacher of record but must have faculty credentials to fill the position. Those appointed as Program Faculty do not receive contracts because they are not teachers of record. Anyone can nominate a Texas State team that has provided outstanding service to the university. Founders Members OpenStreetMap OpenStreetMap is the volunteer-driven open data mapping platform which makes all of this possible, supported by the not-for-profit OpenStreetMap Foundation. Salary Spread Election | Used for employees with a nine-month appointment that are eligible to spread their salary over the 12 month fiscal year. The election form must be signed before the first day of class for the fall semester. (This happened to me once. I forgot to add my assessor's email address and the evidence was rejected. If you want to read the pdf document I took the sample from, you can find it here. Contract Offer Recommendation Form: The Contract Offer Recommendation Form is used for (1) initial employment for new faculty members who are to be appointed on an FTE basis with a monthly salary rate; and (2) when converting per course faculty to an appointment on an FTE basis. This form is never used for graduate or doctoral students or per course faculty. Note that your DoFE leader is completely different from your expedition group leader — confusingly, an expedition group leader is a DoFE participant (i.e. student) within your expedition group, usually a friend or colleague, who the group self-select. Who can be your assessor? There is a lot of freedom in who your assessor can be for a DoFE section — the only strict rule is that your assessor cannot be a family member. Questions regarding Program Faculty appointments should be addressed to Cindy at 8378 or cw12. If you need additional assistance locating the appropriate form, please contact facultyresources@txstate.edu or 512-245.3628. Contracting of Temporary Faculty Form: The Contracting of Temporary Faculty Form is used for (1) initial and subsequent appointments for graduate and doctoral teaching assistants, (2) continuing contracts for all faculty who are not tenured or on tenure track even if they are in the department budget; and (3) subsequent phased retirement faculty appointments. Thank you for supporting young people with their activities. Expand All Content New/rehire faculty, new benefits eligible faculty, and new/rehire teaching assistants should be added to the New Faculty and GTA/DTA Logs as positions are accepted. The department/school administrative assistant can access the log through SharePoint. Faculty Contract Offer Recommendation | Used for initial employment for new faculty members who are to be appointed on an FTE basis with a monthly salary rate; and when converting per course faculty to an appointment on an FTE basis. W-4 | IRS Form to authorize tax withholding. International faculty and staff must meet with Payroll Office to complete W-4. Changing Account Information: If you are updating to a new bank account, you must enter your old account number here. Your comments automatically go to the participant's DoFE Leader for approval before being added to the participant's account. Save your information Click "Save" or "Save and Back". You should see a green box with a check mark stating, "Data saved successfully".





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