

## ARTICLE 21 - FACULTY EVALUATION

1. **Purpose of Evaluation.** The assessment and evaluation of Faculty will be conducted utilizing a variety of criteria relating to professional competence and commitment of the Faculty member to the College. The purposes of evaluation are to:
  - A. Promote the highest quality instruction (teaching and learning);
  - B. Encourage the highest quality performance by Faculty;
  - C. Encourage professional growth and development of Faculty;
  - D. Review the effectiveness of instruction and service to students and use the results to continuously improve instruction and service to students;
  - E. Evaluate Faculty job performance;
  - F. Promote communication and provide feedback about job performance; and
  - G. Establish performance goals and expectations.
  
2. **E-Portfolio.** Annual and continuing contract Faculty will maintain a professional e-portfolio that shall include a factual description of the Faculty member's teaching, College service, Faculty advising and professional development strengths and accomplishments. It will include empirical evidence and a self-assessment of criteria including, but not limited to, effective classroom instruction, feedback from students and employers, curriculum review and relevancy, service and support of College policies and procedures, and assessment of student learning. The complete listing of criteria is found at section 4.E. of Article 11. The e-portfolio will include supporting documentation of the measures described below, as appropriate to the position and responsibilities of the Faculty.
  - A. The e-portfolio **MUST** contain information about each of the following:
    - i. Teaching philosophy;
    - ii. Statement of teaching responsibilities, and any approved reassigned and/or release duties;
    - iii. Curricular revisions;
    - iv. Documented teaching improvement activities;
    - v. Instructional innovations; and
    - vi. Each of the criteria i. through x. found in Article 11, section 34.E.
  - B. The e-portfolio **MAY** contain:
    - i. Teaching honors and other recognitions; and
    - ii. Samples of student achievements and outstanding accomplishments in or beyond the classroom.

3. **Faculty on annual contract.** Faculty on annual contract will be formally evaluated by the immediate Dean or Director each year prior to recommendation for annual contract renewal. Annual contract Faculty shall be made aware of the time and day during which such evaluations will occur. Faculty being considered for moving from annual to continuing contract shall present a professional e-portfolio for review and assessment by the Dean.
4. **Faculty on continuing contract.** Each Faculty member on a continuing contract shall be observed by the Dean or Director as necessary, but at least once every two (2) years. The Dean's evaluation narrative shall be included as part of the annual review in any year in which an evaluation is conducted.
5. **Faculty Evaluation Process.** The Faculty Evaluation shall include the Faculty member's: (a) self-evaluation; (b) classroom observation(s); (c) student evaluations of instruction; and, (d) Dean's evaluation and narrative.
  - A. Self-evaluations will be a substantive element of the annual review process. Faculty are asked to evaluate their professional performance using the criteria set forth in Article 11, section 4.E.
  - B. Classroom observation(s) are required each year for annual contract Faculty in the first five (5) years of their employment and bi-annually thereafter. Classroom observations by the Dean shall be part of the evaluation process. These observations shall occur when the Faculty member is performing regular duties and shall be a minimum of thirty (30) minutes. The Dean shall set the time and date of the classroom observation associated with the evaluation process and will provide the Faculty member with at least one week's notice. Classroom observations may also be made at other times of the academic year and outside of the evaluation process when determined necessary by the Dean or Director.
  - C. When a classroom observation is requested by the Faculty member, the Faculty member and Dean shall determine a mutually agreed upon date. In every case, results of the observation shall be written in the evaluation and provided to the Faculty member.
  - D. Each teaching Faculty member shall be evaluated each semester by his/her students, and the results will be discussed with the Faculty member by the Faculty member's Dean or Director. The summary of these results will be distributed to the Faculty member in a timely manner.
  - E. The Dean or Director shall evaluate each Faculty member per the guidelines, quantitative measures and factors stated in section 4.E., Article 11. The Dean or Director shall provide a summative for each Faculty member evaluated based on these criteria. The Dean or Director shall also provide an overall evaluation of "meets requirements" or "needs improvement."

6. **Final Performance Evaluation.** The process shall be as follows:
  - A. The Dean or Director will hold an evaluation conference with the Faculty member to discuss the completed evaluation including identification of deficiencies and suggestions for improvement.
  - B. The Faculty member shall have ten (10) working days to review and respond in writing to any comments placed in the evaluation. At the end of this ten (10) working day period, the Faculty member shall sign his/her evaluation acknowledging that he/she has had the opportunity to discuss the evaluation with the evaluator and to respond to the materials presented and any appended comments.
  - C. The evaluation will then be submitted to the next ranking supervisor for review, comments and signature.
  - D. If the next ranking supervisor adds comments, the Faculty member shall have ten (10) working days to review and respond to the additional comments if they choose. Thereafter, the evaluation will be forwarded to Human Resources who will provide the Faculty member a copy of the completed evaluation.
  - E. If the next ranking supervisor does not add any comments, the evaluation will be forwarded to Human Resources who will provide the Faculty member a copy of the completed evaluation.
7. **Performance Improvement Plans.** The Dean or Director shall assist the Faculty member in correcting any performance deficiencies reflected in the Faculty member's evaluation, and/or by prescribing a Professional Improvement Plan (PIP) if deficiencies are noted for overall performance. A Faculty member on continuing contract whose annual review indicates any area of concern related to Faculty responsibilities or evaluation criteria shall develop a PIP to address that concern in the following year. The PIP shall be developed and written by the Dean and approved by the Provost. It shall include specific performance objectives and timelines designed to assist the Faculty in meeting the stated expectations.

If the next annual review indicates the objectives have not been addressed, a post-award evaluation will be required. This evaluation will be in addition to the regularly scheduled five (5) year post-award evaluation. Additionally, the supervisor may require a post-award evaluation if intermittent concerns occur between five (5) year post-award evaluations.
8. **False Information in the Evaluation.** Any false information in the evaluation shall be removed and shall not be considered as part of the evaluation.
9. **Faculty Qualified to Teach in More than One Discipline.** Faculty may be qualified to teach in more than one (1) discipline in the College. When more than one (1) division is involved, the Faculty member will be assigned to one (1) division as the "home" division and that Dean or Director will assume responsibility for the evaluation/assessment of the Faculty member. The secondary supervisor will provide input to the "home" division Dean or Director.

10. **Grievance of Evaluations.** The Faculty member may file a grievance alleging contract violations over the evaluation process, but may not file a grievance about the rating or content of the evaluation, with the exception of a false statement. Any such grievance shall be filed at Step 1 of the grievance process within ten (10) working days of receipt of the final evaluation from Human Resources.