

CSN TEACHING FACULTY EVALUATION CRITERIA:

In accordance with the NSHE Board of Regents Handbook, Title 2, Chapter 5, "All performance evaluations shall include a rating of Excellent, Commendable, Satisfactory, or Unsatisfactory. The areas of evaluation and procedures for evaluation of academic faculty and administrative faculty shall be established in Board policies and institutional bylaws. Evaluations of instructional faculty shall include an assessment of teaching evaluations completed by their students."

CSN Faculty will receive an overall evaluation rating based upon their performance in three categories: 1. Primary Job Responsibilities, 2. Professional Development, and 3. Service to the College or Community. Specific items in those categories come from the Position Descriptions and the Faculty Workload Policy.

PROCEDURE:

The Self Evaluation of Professional Performance (Self Evaluation) is a summary of all the activities performed by the faculty member over the course of the past academic year. The Professional Growth Plan (Growth Plan) is a general statement of activities the faculty member intends to complete in the coming academic year. Pre-tenured faculty members must complete a Self Evaluation and a Growth Plan each year. Tenured faculty members are to complete a Self-Evaluation every year, and Growth Plan every third year after tenure is awarded. For all faculty members, a classroom/lab observation will take place in the years in which a Growth Plan is completed.

CATEGORIES:

Primary Job Responsibilities: In order to earn a Satisfactory (S) rating in the Primary Job Responsibilities category, the faculty member must fulfill all of the duties listed in Section S.1. In order to earn a Commendable (C) rating, the faculty member must complete at least two of the items listed in Section CE.1. In order to earn an Excellent (E) rating, the faculty member must complete at least two additional items, for a total of at least four of the items listed in Section CE.1.

Professional Development: In order to earn a Satisfactory rating in the Professional Development category, the faculty member must complete at least one of the duties listed in Section S.2. In order to earn a Commendable rating, the faculty member must complete at least one of the duties listed in Section CE.2. In order to earn an Excellent rating, the faculty member must complete at least one additional item, for a total of at least two of the items listed in Section CE.2.

Service to the College or Community: In order to earn a Satisfactory rating in the Service category, the faculty member must complete at least one of the duties listed in Section S.3. In order to earn a Commendable rating, the faculty member must complete at least one of the duties listed in Section CE.3. In order to earn an Excellent rating, the faculty member must complete at least one additional item, for a total of at least two of the items listed in Section CE.3.

CATEGORY RATINGS:

In General: Outside of the Satisfactory Primary Job Responsibilities, listed items are merely suggested and, hence, additional items may be created with supervisor approval. If necessary, listed items can be used multiple times, but all items should be documented, as needed.

Unsatisfactory Ratings: Any faculty member who neglects to fulfill the duties and activities listed under the Satisfactory rating for a specific category may be issued an Unsatisfactory (U) rating for that category. However, upon providing appropriate justification and documentation, a faculty member's supervisor may excuse specific activities or duties normally required for a Satisfactory evaluation.

Commendable and Excellent Ratings: In order to earn a Commendable rating in a specific performance category, the faculty member must first satisfy the requirements for a Satisfactory rating in that category. Likewise, in order to earn an Excellent rating in a specific category, the faculty member must first satisfy the requirements for a Commendable rating in that category.

OVERALL RATINGS:

A faculty member's overall rating cannot exceed the rating earned in the Primary Job Responsibilities.

An overall rating of Unsatisfactory shall be awarded if the faculty member earns an Unsatisfactory rating in any of the three categories.

An overall rating of Commendable shall be awarded if and only if the faculty member earns a Commendable rating in the Primary Job Responsibilities and at least a Satisfactory rating in both of the other two categories.

An overall rating of Excellent shall be awarded if and only if the faculty member earns an Excellent rating in the Primary Job Responsibilities and at least a Commendable rating in both of the other two categories.

Satisfactory Primary Job Responsibilities: These activities and duties include Conduct, Teaching, Student Evaluation & Advising, and Curricula Development and Evaluation. In order to earn a Satisfactory rating in this category, the faculty member must complete all of the duties and activities listed in Section S.1.

S.1 – Satisfactory Primary Job Responsibilities - Complete ALL of the following duties and activities:

- a. Comply with all sections of the NSHE code and policies concerning Professional Conduct applicable to faculty.
- b. In designated years, faculty must earn **at least** a satisfactory classroom/lab observation, as conducted by the appropriate supervisor, or designee.
- c. Review and assess teaching evaluations completed by the students, and implement appropriate and corresponding augmentations in classroom performance, as needed.
- d. Submit a detailed Annual Self Evaluation of Professional Performance and, in designated years, a Professional Growth Plan in a timely manner, or as requested by the administration.
- e. Maintain progress as identified in Professional Growth Plan, or submit revised Growth Plan, if necessary.**
- f. Meet all classes at the time, place, and length of time designated.
- g. Teach courses, as assigned, which correlate with the catalog descriptions and course outlines in a manner designed to assist the student to achieve the specific objectives of the course.
- h. At the beginning of each course, provide each student with a course outline/syllabus which includes the relevant and applicable information identified by College policy.
- i. Evaluate students and assign grades.
- j. Maintain a minimum of five (5) office hours and/or student contact hours per week.
- k. Advise students, as needed.
- l. Conduct curricula and instructional assessment work for own classes.
- m. Work with the School/Program/Department in researching and recommending the revision, deletion or addition of programs, and/or corresponding catalog revisions, as needed.
- n. Participate in the College accreditation process, as requested.
- o. Submit, in a timely fashion and to the appropriate body, requests for textbooks, equipment, supplies, personnel, facilities, library materials and other resources necessary, as needed, for the conduct of courses and programs at the College.
- p. Attend all School and Program/Department meetings.

Commendable & Excellent Primary Job Responsibilities: In order to earn a Commendable rating, the faculty member must complete at least two of the items listed in Section CE.1. In order to earn an Excellent rating, the faculty member must complete at least two additional items, for a total of at least four of the items listed in Section CE.1.

CE.1 – Commendable & Excellent Primary Job Responsibilities:

- a. Teach an established course for the first time.
- b. Create a new course.
- c. Teach a DE class for the first time.
- d. Create a DE course.
- e. Improve an existing class by refocusing content and/or assignments, etc.
- f. Create student books (writing, art, etc.) or creative projects for a specific class.
- g. Integrate technology by specifically using one or more of the following in any given semester:
 1. Internet activities in the classroom using Smart Technology.
 2. Hybrid Addition: Use of a Course Management System or other platform to create communication interfaces.
 3. Hybrid Addition: Use of personal website for instructional help.
- h. Supervise students engaged in approved on- or off-campus meetings, activities or events, scheduled as a part of instructional activities.
- i. Work with full-time or part-time faculty to maintain consistent curriculum.
- j. Present in a fellow instructor's class.
- k. Present to other faculty a creative or unique assignment used during academic year.
- l. Arrange a peer review of teaching with a colleague, and implement recommendations, if necessary.
- m. Observe another faculty member teach, and collaborate regarding pedagogy and other instructional issues.
- n. Mentor a new or part-time instructor.
- o. Teach a workshop or seminar.
- p. Outside teaching-related activities that center on teaching pedagogy (Forums, Projects, etc.).
- q. Upgrade academic/teaching credentials through formal or approved coursework.
- r. Other activities as agreed upon with Dean/Director/Chair.

Satisfactory Professional Development: In order to receive a Satisfactory rating in this category, the faculty member must complete at least one of the activities listed in Section S.2.

S.2 – Satisfactory Professional Development - Complete at least one of the following activities:

- a. Participate in a training session sponsored by CAPE or School/Program/Department.
- b. Attend a conference or professional development seminar/workshop not sponsored by CAPE or the School/Program/Department.
- c. Complete an approved course at an accredited college or university.
- d. Other activities as agreed upon with Dean/Director/Chair.

Commendable & Excellent Professional Development: In order to earn a Commendable rating, the faculty member must complete at least one of the items listed in Section CE.2. In order to earn an Excellent rating, the faculty member must complete at least one additional item, for a total of at least two of the items listed in Section CE.2.

CE.2 – Commendable & Excellent Professional Development:

- a. Complete additional or unidentified activities as listed in Section S.2.a, b, & c.
- b. Participate in a State-Offered, In-Service Training Session.
- c. Maintain membership in a discipline-related professional organization.
- d. Maintain membership in a discipline-related local, regional or national.
- e. Hold an office in a local, regional, national, or professional organization.
- f. Publish professional material.
- g. Conduct discipline-related research.
- h. Write a research grant.
- i. Other activities as agreed upon with Dean/Director/Chair.

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Satisfactory Service to the College or Community: In order to receive a Satisfactory rating in this category, the faculty member must complete at least one of the activities listed in Section S.3.

S.3 – Satisfactory Service to the College or Community - Complete at least one of the following activities:

- a. Actively participate in one of the following:
 1. Standing All-College or Senate Committee
 2. Ad-Hoc All-College or Senate Committee
 3. Screening, Hiring, Tenure or Committee
 4. School, Program, or Department Committee
 5. Accreditation and/or Program Review Committee
- b. Actively participate in community volunteer work.
- c. Other activities as agreed upon with Dean/Director/Chair.

Commendable & Excellent Service to the College or Community: In order to earn a Commendable rating, the faculty member must complete at least one of the items listed in Section CE.3. In order to earn an Excellent rating, the faculty member must complete at least one additional item, for a total of at least two of the items listed in Section CE.3.

CE.3 – Commendable & Excellent Service to the College or Community:

- a. Participate in additional or unidentified Committees as listed in Section S.3.a.
- b. Serve as Chair for a Committee.
- c. Serve as Faculty Senate Chair, Chair-Elect, or Past Chair.
- d. Actively participate as a Faculty Senator.
- e. Serve as a Program Director or Department Chair.
- f. Actively serve as Department Assistant Chair, Program/Course Coordinator, Parliamentarian, Webmaster, or other position of stature within the School/Program/Department.
- g. Evaluate Part-Time Instructors.
- h. Actively participate in student recruitment and/or organizations.
- i. Significant involvement with Clark County School District (CCSD) in student advisement and recruiting.
- j. Significant involvement with NSHE college-related issues.
- k. Significant involvement with community advisory boards, government boards, school boards, and other.
- l. Develop significant community contacts to promote a program or advance college goals.
- m. Write a non-research grant.
- n. Other activities as agreed upon with Dean/Director/Chair.

SELF EVALUATION OF PROFESSIONAL PERFORMANCE – PAGE 1 of 2

NAME: _____

DATE: _____

POSITION TITLE: _____

ACADEMIC YEAR: _____

1. PRIMARY JOB RESPONSIBILITIES

S.1: SATISFACTORY PRIMARY JOB RESPONSIBILITIES:

YES	I have fulfilled all of the duties listed in Section S.1 of the Evaluation Criteria. Activities are documented, as needed. If NO, explain: Attach additional pages, if necessary.
NO	

CE.1: COMMENDABLE AND EXCELLENT PRIMARY JOB RESPONSIBILITIES:
ITEM DETAIL

Draft April 08

SELF EVALUATION OF PROFESSIONAL PERFORMANCE – PAGE 2 of 2

2. PROFESSIONAL DEVELOPMENT

SATISFACTORY PROFESSIONAL DEVELOPMENT: ITEM DETAIL

COMMENDABLE AND EXCELLENT PROFESSIONAL DEVELOPMENT: ITEM DETAIL

3. SERVICE TO THE COLLEGE OR COMMUNITY

SATISFACTORY SERVICE TO THE COLLEGE OR COMMUNITY: ITEM DETAIL

COMMENDABLE AND EXCELLENT SERVICE TO THE COLLEGE OR COMMUNITY: ITEM DETAIL

Signature: _____

_____ Person Evaluated Date

Signature: _____

_____ Evaluator Date

PROFESSIONAL GROWTH PLAN

NAME: _____

DATE: _____

POSITION TITLE: _____

ACADEMIC YEAR: _____

Professional Growth Plans are to be agreed upon by person being evaluated and the supervisor. Progress will be included as part of the following year's evaluation.

Signature: _____

_____ Person Evaluated Date

Signature: _____

_____ Evaluator Date

Draft April 08

**SUPERVISOR EVALUATION OF PROFESSIONAL PERFORMANCE
AND PROFESSIONAL GROWTH**

NAME: _____

DATE: _____

POSITION TITLE: _____

ACADEMIC YEAR: _____

PROGRAM/DEPARTMENT: _____

SCHOOL: _____

Self Evaluation Category Ratings: Excellent Commendable Satisfactory Unsatisfactory

1. Primary Job Responsibilities
2. Professional Development
3. Service to the College or Community

Professional Growth Plan Reviewed/Approved: N/A YES NO

N/A Excellent Commendable Satisfactory Unsatisfactory

Classroom/Lab Observation:

Comments: Use separate page. Comments are mandatory only if the Overall Rating is Unsatisfactory. Unsatisfactory Rating will trigger a Peer Review Committee.

OVERALL RATING: Excellent Commendable Satisfactory Unsatisfactory

AGREE DISAGREE REQUEST SUPERVISORY REVIEW

If requesting a Supervisory Review, please state the reasons on an attached sheet. Supervisory Review will be held at the next administrative level(s).

Signature: _____

_____ Person Evaluated Date

Signature: _____

_____ Evaluator Date

Signature: _____

_____ Dean/Vice President/President Date