

## **NON-TENURED TEACHING FACULTY EVALUATION PROCEDURES**

1. A full evaluation (student evaluation, classroom observation, Self Evaluation, Professional Growth Plan, and Department Chair or Director evaluation) will be conducted each year. All evaluation forms must be received by the Office of Human Resources by February 1, of each year. In the tenure application year, the tenure packet will serve as the full evaluation.
2. The first level of full evaluations will be performed by the faculty member's Department Chair or Director. In the case where there is no Department Chair or Director, the faculty members in that area will elect a faculty member to serve as their evaluator.
3. The Department Chair or Director will conduct classroom observations for all non-tenured faculty every academic year. The evaluator will check with the instructor as to the best day and time to attend the class. Appropriate administrators will do classroom observations on all Department Chairs in their area.
4. Student evaluations will be administered in all sections every semester. The evaluator may ask a representative to conduct the student evaluations (Dean, faculty member, classified or student). The instructor will not remain in the room while student evaluations are being administered.
5. Original copies of the student evaluations will be reviewed by the evaluator and/or the appropriate administrator. These original copies will be made available to the instructor once grades are posted for the semester. The instructor will check out the originals after completing a form specifying the number of evaluations to be reviewed. The original copies will be retained by the College for four (4) years. At the end of this period, the student evaluations will be returned to the faculty member.
6. The evaluator will submit a written report including information from the classroom observation, the student evaluations and the self evaluation to the appropriate administrator with a copy sent to the faculty member. The appropriate administrator will submit a written report about Department Chairs. The written report is not attached to the supervisor's final evaluation.
7. The Department Chair or Director shall complete the form, Supervisor Evaluation of Professional Performance and Professional Growth, to accompany the faculty member's Self Evaluation and Professional Growth Plan. After signatures are applied, the forms are forwarded to the Dean or other appropriate administrator.
8. Should a faculty member request a subsequent meeting with his/her supervisor, the faculty member shall have the right to another faculty member present at the meeting.

## **TENURED TEACHING FACULTY EVALUATION PROCEDURES**

1. A full evaluation (student evaluation, classroom observation, self evaluation, professional growth plan, and Department Chair or Director evaluation) will be conducted once every three years. The short form evaluation form will be used for the two interim years between full evaluations. The evaluation period includes the Fall and Spring semesters of each academic year. All evaluation forms must be received by the Office of Human Resources by May 1, of each year. The Deans/Department Chairs/Coordinator/Directors will determine the evaluation due dates. The Dean/Department Chairs or Directors will notify the faculty regarding the full evaluation by May 1 of each year.
2. Supervisor evaluations will include provisions for intervention in the event that any unsatisfactory ratings are given by the evaluator. In case of an overall unsatisfactory rating(s), a peer/mentoring committee will be formed within one semester, to address concerns mentioned in the evaluation, and to work with the faculty member to correct any problems noted in the evaluation. The committee will be composed of three faculty members with one chosen by the evaluatee, one by the evaluator, and one who is mutually agreed upon by both parties. Any peer/mentoring intervention MUST include at least one meeting with the faculty member, and one classroom visitation by all or part of the peer/mentoring committee. A simple narrative report from the peer/mentoring committee must be attached to the evaluation for the following year, whether short or full evaluation, listing the activities undertaken by the peer/mentoring committee, and observed responses to the intervention (progress) by the faculty member. Copies of this narrative report will also be provided to the members of the mentoring committee, the faculty member, the department chair/director, and the dean.
3. The first level of full evaluations will be performed by the faculty member's Department Chair or Director, or in the case where there is no Department Chair or Director, the faculty members in that area will elect a faculty member to serve as their evaluator.
4. The Department Chair or Director will conduct classroom observations for all tenured faculty. The evaluator will check with the instructor as to the best day and time to attend the class. The appropriate administrator will do classroom observations on all Department Chairs in his or her area. A classroom observation will be completed for tenured faculty at least once every three years (the year of the full evaluation).
5. Student evaluations will be administered in all sections every semester. The evaluator may ask a representative to conduct the student evaluations (Dean, faculty member, classified or student). The instructor will not remain in the room while student evaluations are being administered.

6. Original copies of the student evaluations will be reviewed by the Department Chair or Director. These original copies will be made available to the instructor once grades are posted for the semester. The instructor will check out the originals after completing a form specifying the number of evaluations to be reviewed. The original copies will be retained by the College for at least one (1) year. At the end of this period, the student evaluations will be returned to the faculty member.
7. The evaluator will submit a written report including information from the classroom observation, the student evaluations and the self evaluation to the appropriate administrator with a copy sent to the faculty member. The appropriate administrator will submit a written report about Department Chairs. The written report is not attached to the supervisor's final evaluation.
8. Should a faculty member request a subsequent meeting with his/her supervisor, the faculty member shall have the right to another faculty member present at the meeting.
9. Any faculty member, Department Chair, Director, Coordinator or Vice President may request any or all components of the evaluation (student evaluations, classroom observations, self evaluation, professional growth plan, and supervisor evaluations) to be conducted each year.