

FACULTY APPRAISALS

ADMINISTRATIVE RULE NUMBER: D018

LAST APPROVED: 11/1/2019

RELATED TO POLICY SERIES NUMBER: 418

NEW FACULTY: D018.1

Term One & Two

Instruction is the core of the College's mission. In order to facilitate the instructor's success, the Vice President of Instruction and Student Services or his/her designee will:

- A. Conduct a minimum of one classroom observation during the first term of instruction;
- B. Review student evaluations from each of his/her classes;
- C. Provide suggestions for improvement based upon the above;
- D. Before the end of their second teaching term, complete a written Performance Appraisal based on the duties and responsibilities outlined in the instructor's Position Inventory, classroom observations, and student evaluations. The written Performance Appraisal shall be reviewed by the instructor and the Vice President of Instruction and Student Services before it is sent to the Director of Human Resources for inclusion in the instructor's file. A copy will be provided to the instructor.
- E. Provided the completion of a successful evaluation, the instructor will be placed on the annual appraisal cycle.

ANNUAL FACULTY APPRAISALS: D018.2

Faculty will receive Performance Appraisals. The Performance Appraisal is based upon:

Item	Part Time Faculty	Regular Faculty
The duties and responsibilities outlined in the faculty's position description;	Annually	Annually
Administrator observations and/or peer evaluations;	At least every three years	At least every three years
Student course evaluations;	Every course taught	Every course taught
Self-evaluations; and/or	As requested	Every three years
Professional development plan;	When resources are requested	Annually

FACULTY APPRAISALS

ADMINISTRATIVE RULE NUMBER: D018

LAST APPROVED: 11/1/2019

RELATED TO POLICY SERIES NUMBER: 418

Written Performance Appraisal	At least every three years	At least every three years
-------------------------------	----------------------------	----------------------------

- A. The Written Performance Appraisal shall be reviewed by the faculty and the Vice President of Instruction and Student Services before it is sent to the Director of Human Resources for inclusion in the instructor’s file. A copy will be provided to the instructor. Instructors who receive a satisfactory rating on their Performance Appraisal will be eligible for pay increases as recommended to and approved by the Board of Education Budget Committee.

- B. Peer evaluations will be performed by evaluators chosen by the Vice President of Instruction and Student Services, but should be conducted by a regular faculty, lead faculty, department chair or dean strictly for a formative purpose. The peer evaluator will observe one class session and hold a discussion regarding the practices observed as well as strengths and weaknesses. Peer Evaluation Reports must be submitted to the Vice President of Instruction and Student Services. The faculty peer appraisal process does not substitute for the work required within a Sponsored Dual Credit agreement and mentorship. For details on this process see the Dual Credit- Faculty manual.

- C. The self-evaluation includes an updated c.v. (including professional development, public service, artistic creation, scholarship, and research as applicable), analysis of student course evaluations, reflection on teaching strengths and areas for improvement, and a minimal portfolio (course syllabus, assessment tool(s), and anything else the instructor wants to include). Such documentation should be kept by the faculty member until requested. The primary purpose of the self-evaluation is formative and should support the continuous improvement of instruction.

- D. Each regular faculty will complete a professional development plan annually. Resources for professional development will be tied to the faculty’s professional development plan. This plan, and requested resources, will be discussed with the Vice President of Instruction and Student Services during individual meetings.

- E. The College reserves the right to examine the work of College faculty on a periodic/daily basis throughout the year in response to indications of performance deficiencies and may provide written evaluation comments regarding the work of such faculty at any time.

FACULTY APPRAISALS

ADMINISTRATIVE RULE NUMBER: D018

LAST APPROVED: 11/1/2019

RELATED TO POLICY SERIES NUMBER: 418

UNSATISFACTORY PERFORMANCE: D018.3

- A. A faculty who receives an unsatisfactory Performance Appraisal rating will be placed on a probationary period of at least one term but no more than one year. Before the probationary period begins, the faculty and the Vice President of Instruction and Student Services will develop a plan for improvement.
- B. This written evaluation shall be reviewed with the faculty and signed by the Vice President of Instruction and Student Services. Copies will be forwarded through appropriate administrative channels to the President and will be provided to the faculty and placed in the faculty's personnel file.
- C. All salary increases will be withheld during the probationary period
- D. If the faculty fails to achieve a satisfactory performance rating within the specified probationary period, the instructor's will not be invited back to teach.

PERFORMANCE APPRAISAL RATINGS: D018.4

The Vice President of Instruction and Student Services determines whether the faculty's performance appraisal rating is satisfactory or unsatisfactory. If the faculty does not agree with the rating, he/she may follow the grievance procedure as outlined in Policy 317.