

FACULTY EVALUATIONS

Faculty Evaluation Board Policy 3812 (11/9/95)

Evaluation is a continuous process designed to improve the performance of those being evaluated. As part of this process, at least once a year all faculty members of the College will be evaluated in accordance with the Faculty Evaluation Procedures, which specify the means and extent of participation by students, peers, supervisor and self.

Evaluation of faculty performance should take place under the policies which declare the College's values regarding instruction and which make clear its expectations of instructors.

The development and implementation of the faculty evaluation policy is a shared responsibility of both faculty and administration. No faculty member is to be subject to an evaluation characterized by unilateral judgments based upon insufficient data and casual procedures.

The criteria for evaluation should be clearly stated and disseminated to faculty. The procedures for applying these criteria and the time schedule for the evaluation process should be specified.

Successful faculty evaluation depends upon open communication between those who are evaluated and those who evaluate.

Evaluation of faculty performance inevitably involves judgment and subjectivity. Therefore, the administrators of the evaluation policy should be judicious in recognizing the complex nature of teaching, the broad range of effective teaching styles, and the variety of teaching methods. Procedures for faculty input in the development and review of evaluation policies are provided.

The evaluation policies recognize the concepts of academic freedom and responsibility and provide for due process whenever grievances arise. (END POLICY)

See the Vice President for Instructional Services web pages for complete Faculty Evaluation Plan.

FACULTY EVALUATION PROCEDURES

Purpose

The main purpose of faculty evaluation is to improve teaching effectiveness. Other uses are to encourage community service, to evaluate professional development, and to recommend renewal of employment. All faculty will receive professional development regarding the faculty evaluation process and related forms.

Evaluator and Timeline

1. Each full-time faculty member will be evaluated from January – December. All new adjunct instructors will be evaluated the first semester they teach at STC. In subsequent years returning adjunct will be evaluated only once per year. Beginning January 2004, full-time, regular faculty who have received two (2) consecutive satisfactory full evaluations will be evaluated using an abbreviated evaluation for two years and then repeat the entire Faculty Evaluation Plan only every third year. A satisfactory evaluation is defined as a score of 3 or higher on the Overall Rating on the Rating Summary.

For faculty receiving abbreviated evaluations, the Instructor Observation Evaluation Form and the complete Supervisor's Summary will be eliminated. Faculty receiving abbreviated evaluations will complete the Instructor Self-Evaluation. The faculty member and supervisor will then review the faculty member's progress toward his or her goals and modify the Instructor's Goals and Plan of Action as needed. Faculty who receive satisfactory evaluations during their full evaluation in year E will then repeat the evaluation cycle of years C, D, and E. If a faculty member receives an unsatisfactory evaluation in year E, he or she must then receive two (2) consecutive satisfactory full evaluations before abbreviated evaluations can be resumed.

The following table identifies the components of the Faculty Evaluation Plan that will be included each year:

	Year A (2007)	Year B (2008)	Year C (2009)	Year D (2010)	Year E (2011)
Instructor Self-Evaluation	X	X	X	X	X
Student Evaluation of Instructor Performance	Selected Selections	Selected Selections	Selected Selections	Selected Selections	Selected Selections
Observation Evaluation Form	X	X			X
Complete Supervisor Summary	X	X			X
Abbreviated Evaluation			X	X	

2. All program/department chairs will be responsible for doing in-class observations of all full-time faculty in their department. If the department has a lead instructor, the chair may delegate the observation to the lead instructor. All deans will be responsible for doing in-class observations of their program/department chairs. Class selections for in-class observations should

be rotated to eventually cover all types of courses taught by the instructor within his or her department. Classroom observations for full-time instructors who teach as adjuncts for other departments may be arranged by mutual consent.

3. Classroom observations will be scheduled at a time mutually agreeable for both the observer and the instructor from the 3rd to 12th week of the semester. The observer will share the results of the Observation Summary with the faculty member within 10 days after the observation and prior to the Final Conference. Additional observations may be conducted by mutual agreement of the observer and the faculty member. If the original observer performs multiple observations, the most recent observation shall be used for evaluation purposes.
4. All faculty members may elect to have a second observation. Each year at the division meeting prior to classes starting in the fall, the division's representatives on the Faculty Evaluation Team will ask for volunteers and/or nominations for a pool of designated observers. The faculty in the division will then elect by ballot five (5) faculty and/or chairs to serve as the pool of designated observers for the year.

A faculty member requesting a second observation shall choose one of the designated observers within their division to conduct the second classroom observation. The second observer will not be given the results of the first observation. When a second observation is completed, the dean from the faculty member's division will calculate an average of the two observations and use that average in calculating the score to be used in the Rating Summary. The faculty member's dean will consult with the chair and will then conduct the Final Conference and develop the Instructor's Goals and Plan of Action with the faculty member.

5. Each full-time faculty member will be responsible for evaluating adjunct faculty at the chair's request. Faculty members will receive equivalent office hour credit for travel and observation time.
6. Observers will receive mileage according to College procedures.

Self Evaluation

1. All faculty members shall complete an Instructor Self Evaluation form immediately prior to the Instructor Observation. The Instructor Self Evaluation may be updated prior to the Final Conference.

Student Evaluation

1. Student evaluations will be conducted for selected sections during the fall and spring semesters for all adjuncts and full-time faculty. Prior to the end of the spring and fall semesters, student evaluations will be distributed to each class. At the beginning of the class meeting, the instructor shall designate a student to distribute, collect and deliver the evaluations. The

instructor must leave the room while the evaluations are completed.

2. When finished, the designated student will return the evaluations to an assigned drop-off point designated by the Office of the Vice President for Instructional Services.

Final Conference

1. A Final Conference between the faculty member and the supervisor will be held to summarize all evaluation materials. Prior to the Final Conference, the supervisor will assemble the Instructor Observation Form, the Student Evaluations of Instructor Performance, the Instructor Self-Evaluation, and complete the Supervisor Summary.

For full-time, regular faculty who previously received two (2) consecutive satisfactory full evaluations, the Final Conference will be abbreviated to include Student Evaluations of Instructor Performance, the Instructor Self-Evaluation, and Instructor's Goals and Plan of Action. Subsequently, the entire Faculty Evaluation Plan will then be completed in the third year of the sequence.

2. If there is a second observation requested under paragraph 4 (Evaluator and Timeline), the Final Conference will be conducted by the faculty member's dean.

Notation

1. If a faculty member is concerned with any aspect of the evaluation process, she/he has the opportunity to follow the established Employee Complaint Procedure (Policy 4910).
2. A faculty member's continued employment at STC is not determined exclusively by the results of this evaluation process.

Forms

See:

www.southtexascollege.edu/instruction/faculty_evaluation_plan.htm for copies of the complete Faculty Evaluation Plan including Instructor Observation Form, Instructor Self-Evaluation, Supervisor's Summary, Rating Summary, Goals and Action Plan, Student Evaluation Form, and Instructor Observation Criteria.

Evaluation of Adjunct Faculty Refer to Board Policy 3812

The students in each of their classes evaluate all adjunct faculty during the fall and spring semesters. The Student Evaluation Form is the same as that used by full-time faculty. Department Chairpersons and/or full-time faculty for the department will conduct the evaluation of adjunct faculty reviewing the results of the student evaluation and observing each adjunct faculty member at least once a year. The adjunct faculty member will also complete a self-evaluation.