



**SOUTH TEXAS
COLLEGE**

Faculty Evaluation Plan

Full Time Regular Faculty

Effective Fall 2017

Updated: October 18, 2017

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FACULTY EVALUATION PROCESS & TIMELINE

Full-Time Regular Faculty

Evaluations are Conducted Between January and December

Faculty Category Full-Time Regular Faculty	Faculty Category Lecturer/Adjunct/Dual Credit
<p>Self-Evaluation Faculty completes <i>Self-Evaluation</i>.</p>	<p>Self-Evaluation A Self Evaluation is optional but not required.</p>
<p>Classroom Observation Classroom Observation is conducted based upon evaluation cycle during the first two years, then every third year thereafter, if evaluations are checked acceptable. The Classroom Observation is scheduled between the 3rd and 12th weeks of the semester.</p>	<p>Classroom Observation Classroom Observation is conducted by the Program Chair or a designee during the first semester of teaching. Subsequently, faculty who receive an acceptable evaluation will be evaluated only once per year. The Classroom Observation is scheduled between the 3rd and 12th weeks of the semester.</p>
<p>Evaluation by Supervisor Program Chair completes <i>Supervisor Evaluation</i>.</p>	<p>Evaluation by Supervisor Program Chair completes <i>Supervisor Evaluation</i>.</p>
<p>Faculty & Chair Conference Program Chair conducts a Final Conference with faculty to review the results of the Self Evaluation, Classroom Observation (if required), and the Supervisor Evaluation. Evaluation packet is signed by the faculty member and chair. The faculty member must receive a copy of the evaluation at the final conference.</p>	<p>Faculty & Chair Conference Program Chair conducts a Final Conference with faculty to review the results of the Classroom Observation and the Supervisor Evaluation. Evaluation packet is signed by the faculty member and chair. The faculty member must receive a copy of the evaluation at the final conference.</p>
<p>Submission of Documents Faculty: A copy of the completed packet is provided to the faculty member during the final conference. (Recommended that chair make two sets of copies for the final conference so at the end of the meeting both copies can be signed and faculty can take a signed evaluation packet with them.) Dean: Program Chair submits completed evaluation packet to the Dean for review and signature.</p>	<p>Submission of Documents Faculty: A copy of the completed packet is provided to the faculty member during the final conference. (Recommended that chair make two sets of copies for the final conference so at the end of the meeting both copies can be signed and faculty can take a signed evaluation packet with them.) Dean: Program Chair submits completed evaluation packet to the Dean for review and signature.</p>

FACULTY EVALUATION PROCEDURES

Purpose

The main purpose of faculty evaluation is to improve teaching effectiveness. Other uses are to encourage college service and community service, to evaluate professional development, and to recommend renewal of employment.

Definitions

Full-Time Regular Faculty	Full-Time Regular Faculty Members Position on the Staffing Plan
Other Faculty Categories	Lecturer/Adjunct/Dual Credit Faculty Hired Based on Enrollment Demand Position not on Staffing Plan

Evaluation and Timeline

1. Full-Time Regular Faculty members will be evaluated between January and December. For Full-Time faculty members who have received two (2) consecutive acceptable full evaluations, the *Classroom Observation Evaluation* form will be eliminated for the following two years. The entire *Faculty Evaluation Plan* is repeated every third year thereafter, as long as the evaluations are marked as acceptable or acceptable with improvements. The Deans Office maintains faculty observation cycle data to determine which faculty have to complete the classroom observation.

	Year 1	Year 2	Year 3	Year 4	Year 5
Instructor Self- Evaluation	X	X	X	X	X
Student Evaluation of Instructor Performance	All Sections Fall/Spring/ Summer	All Sections Fall/Spring/ Summer	All Sections Fall/Spring/ Summer	All Sections Fall/Spring/ Summer	All Sections Fall/Spring/ Summer
Classroom Observation Evaluation Form	Based on the cycle for Full-Time faculty members who have received two (2) consecutive acceptable full evaluations or acceptable with improvements, the <i>Classroom Observation Evaluation</i> form will be eliminated for the following two years.				
Complete Supervisor Summary	X	X	X	X	X
Abbreviated Evaluation	Does not include classroom observation				

2. Evaluation Outcome for Full-Time Regular Faculty:
 - a. **Faculty receives an acceptable evaluation:** They will be evaluated according to the regular evaluation period.
 - b. **Faculty receives an acceptable with improvements evaluation:** They will be evaluated according to the regular evaluation period with a focus on the improvement areas.
 - c. **Faculty receives an unacceptable evaluation:** They must be re- evaluated in the unacceptable areas the following semester by completing a new evaluation packet addressing only the area(s) previously marked as unacceptable. If no improvement is recorded, he/she must be evaluated the next semester on a long form, including comments on the unacceptable areas. If no improvement is recorded, the unacceptable evaluation will become part of the factors considered to determine renewal of employment.
3. All program/department chairs will be responsible for doing in-class observations of the Full-Time Regular Faculty in their department. If the department has an assistant chair, the chair may delegate a portion of the observations to the assistant chair. 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 courses, both face-to-face and online, taught by the faculty member within his or her department. Department chairs will arrange Classroom Observations for Full-Time Regular Faculty from other departments who teach as adjuncts for their department.
4. Classroom observations procedures

Face-to-Face Course: will be scheduled at a time mutually agreeable for both the observer and the faculty member between the 3rd and 12th weeks of the semester. The observer will share the results of the Observation Evaluation with the faculty member prior to or during 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. The observer and faculty member must meet after the observation to discuss the results and sign the observation form.

Online Course: For faculty who teach on-line only or in addition to their in-class courses, department chairs may complete their classroom observation on their on-line class. This evaluation will follow the regular procedures with adjusted on-line questions. It is recommended to alternate on-line and in-class observations.

 - The on-line classroom evaluation for Full Time Regular faculty should be completed by the Chair or Assistant Chair of the Department. If neither of them are certified to teach on-line or if a lecturer or adjunct faculty is being observed, the Department Chair may select a full-time instructor who is certified to teach on-line and who is acceptable to the faculty being evaluated.

- The procedure for the on-line classroom observation is as follows:
 - The observer will schedule a pre-observation conference prior to the on-line classroom observation during which the online faculty member will provide the details of the unit/chapter/module (hereafter called “session”) that he/she will conduct during the weeks of classroom observation.
 - The observer will be enrolled as a student in the course for an agreed amount of time during an agreed upon period.
 - The observer will schedule a post observation conference prior to the final conference within two weeks after the observation period during which the observer will discuss the *Observation Evaluation* form notes with the online faculty member. During the post-observation conference, the instructor may elect to discuss/show materials that were not available to the observer while enrolled as a student in the course. These materials could include materials hidden from the observer through selective release, e-mails between the faculty member and other students of the course, or archived materials from previous course sessions.
 - The observer may be present at the final conference with the Department Chair or designee or share the results prior to the final conference
5. Any faculty members may elect to have a second observation from an additional observer who is a Full-Time Regular Faculty member of the department. The dean will select another Full-Time Regular Faculty member of the department to conduct this second observation. The person selected must be acceptable to the faculty member being observed. The second observer will not be given the results of the first observation.

The second observation will be used for the evaluation. The dean will consult with the chair and will then conduct the final conference.

Full-Time Regular Faculty members may be responsible for evaluating Lecturer/Adjunct/Dual Credit faculty at the chair’s request. Faculty members will receive college service credit for travel and observation time. Observers will receive mileage according to College procedures.

Self-Evaluation

1. All Full-Time Regular Faculty members shall complete a Faculty Self-Evaluation form prior to the classroom observation and submit it to the program chair. The Faculty Self-Evaluation may be updated prior to the final conference.

Student Evaluation

1. Student evaluations will be conducted for every section for all Faculty in accordance with state law and college policy and addressed in the *Supervisor Evaluation*.


Final Conference

1. A final conference between the faculty member and the chair will be held to summarize all evaluation materials.
2. If there is a second observation requested the final conference will be conducted by the faculty member's dean.
3. At the final conference, the chair must provide a copy of the evaluation packet with the Chair's signature to the faculty member.
4. The final conference should be held during the same semester as the Classroom Observation.

Notation

1. If a faculty member is concerned with any aspect of the evaluation process, he/she has the opportunity to follow the established Employee Complaint Procedure (Policy 4904).
2. The faculty evaluation process is one of the components to determine continued employment at South Texas College.

Use this form only if a face-to-face course has been selected for observation.

 SOUTH TEXAS COLLEGE	Face-to-Face Classroom Observation
Faculty Name: _____ Date of Observation: _____ Primary Activity: <input type="checkbox"/> Lecture <input type="checkbox"/> Lab	Observer: _____ Class Observed: _____ Type of Evaluation (check one): <input type="checkbox"/> Supervisor <input type="checkbox"/> Faculty / Peer

When responding to the items below, select ‘Yes’ or ‘No’ to indicate whether the faculty member has met/not met the performance level.

NOTE: If ‘No’ is checked for any items in the “Content Section,” this item must be specifically addressed in the comments box below, in the supervisor summary, and during the review meeting with the chair.

Content

- 1. Was the material presented factually correct? Yes No
- 2. Was the material presented up-to-date? Yes No
- 3. Was the material presented appropriate for the course being observed? Yes No
- 4. Was the material presented at an appropriate level of rigor for the course being observed? Yes No

(Required) Comments and suggestions for “Content Section”

Presentation

- 5. Did the faculty member provide an overview of the objectives for the topic covered? Yes No
- 6. Did the faculty member use multiple teaching techniques? Yes No
- 7. Did the faculty member show respect for students? Yes No

(Required) Comments and suggestions for “Presentation Section”

Student Engagement

- 8. Did the faculty member involve the students in the learning process? Yes No
- 9. Did the faculty member tie the subject matter to either student interests or career pathways? Yes No
- 10. Did the faculty member encourage questions as well as provide feedback? Yes No

Required) Comments and suggestions for “Student Engagement”


Faculty Member

Date

Observer

Date

Use this form only if an online course has been selected for observation.

 SOUTH TEXAS COLLEGE	Online Classroom Observation
Faculty Name: _____ Date of Observation: _____ Primary Activity: <input type="checkbox"/> Online	Observer: _____ Class Observed: _____ Type of Evaluation (check one): <input type="checkbox"/> Supervisor <input type="checkbox"/> Faculty / Peer

When responding to the items below, select ‘Yes’ or ‘No’ to indicate whether the faculty member has met/not met the performance level.

NOTE: If ‘No’ is checked for any items in the “Content Section,” this item must be specifically addressed in the comments box below, in the supervisor summary, and during the review meeting with the chair.

Content

- 1. Is the overall structure of the course, including learning resources, assignments, and guidelines to complete work made clear to the student? Yes No
- 2. Was the material presented factually correct and up-to-date? Yes No
- 3. Is the material presented at an appropriate level of rigor for the course being observed? Yes No
- 4. Does the instructor set clear expectations and due dates? Yes No

(Required) Comments and suggestions for “Content Section”

Presentation

5. Are the learning objectives clearly stated per learning module? Yes No
6. Is the learning material well-organized and easy to follow? Yes No
7. Does the instructor respond to emails and communicate with students in a timely, respectful and professional manner? Yes No

(Required) Comments and suggestions for "Presentation Section"

Student Engagement

8. Does the faculty member involve the students in the learning process by encouraging questions, actively participating in the course, and providing feedback? Yes No
9. Does the instructor's use of learning activities and tools (such as discussion board / wikis / journals / blogs) support student interaction/engagement/active learning? Yes No
10. Did the faculty member tie the subject matter to either student interests or career pathways? Yes No

(Required) Comments and suggestions for "Student Engagement Section"

Faculty Member

Date

Observer

Date



**SOUTH TEXAS
COLLEGE**

**Faculty
Self-Evaluation**

Faculty Name: _____

Division/Program Name: _____

A#: _____ **Date:** ___/___/___

Calendar Year: _____

Number of different course preparations this year: _____

Certifications/License #: _____ Date Received: ___/___/___ Expires: ___/___/___

(Attach a printed copy)

When responding to the items below, the responses should reflect what the faculty member has done during the evaluation period with special emphasis on the Essential Qualities of South Texas College Faculty.

ESSENTIAL QUALITY: COMMITMENT TO EXCELLENCE IN TEACHING AND LEARNING

South Texas College faculty members exhibit the highest levels of professionalism, remain current and competent in their fields, and excel in a collaborative environment. Faculty members are familiar with diverse teaching methods and use these tools to encourage high levels of student engagement and student understanding.

Learning Outcomes: Since your last evaluation, describe specifically how you have used the results of student evaluations and professional development you have attended to improve your instruction. In your response, address the following questions:

- Did you develop assessments that could measure learning outcomes?
- Discuss the changes you have made in delivery of the instruction based on the results of student evaluations.
- Explain how you have used results of student learning outcomes to review and execute action plans for improvement.

Comments

ESSENTIAL QUALITIES: A COMMITMENT TO STUDENT SUCCESS

South Texas College faculty members are committed to student success. They guide, advise, motivate, and enhance student learning through passion for their discipline and demonstrate compassion and patience for their students. In addition, they are innovative in their teaching and seek all opportunities to identify strategies they can implement, which will motivate students to succeed. Address the following items in your response:

- Discuss if you have employed any new strategies to guide students to become more active learners based on professional development activities.
- Explain if you have employed methods that develop understanding of their major and the professional opportunities.
- Did you employ any new methods that motivate students to learn

Comments

ESSENTIAL QUALITIES: A COMMITMENT TO EXCELLENCE THROUGH PROFESSIONAL DEVELOPMENT

South Texas College faculty members are committed to life-long learning. They participate in professional development opportunities to improve their teaching, maintain currency with technological advances, and incorporate diverse teaching modalities into their courses.

Professional Development: Since your last evaluation, describe your efforts to stay up- to-date in your discipline and to maintain proficiency in your field. List all professional development activities in which you have participated. (NOTE: Do not include attendance at STC Professional Development days). In your response, please address the following questions:

- Explain what activities you undertook to stay current in your discipline
- Discuss the faculty development activities that you engaged in last year.
- Did you have the opportunity to observe a peer's teaching other than through the official classroom observation process?

Comments

ESSENTIAL QUALITIES: A COMMITMENT TO LEADERSHIP AND COLLEGE SERVICE

South Texas College faculty members lead at local, regional, state, and national levels. Faculty leaders at South Texas College recommend and develop programs, trainings, and curricula that meet the ever changing needs of the community. They contribute to student success by participating in committees and serving as student club advisors, mentors to students, and as a vital resource for new faculty.

College Service: Since your last evaluation list all college service activities (Faculty Handbook) in which you have actively participated or any active participation in regional, state or national councils, committees, task forces or accrediting / licensing / registry agencies. Include a discussion of your role and the time commitment involved.

- Discuss the committees and student clubs that you have served on at the College, regional, or national level, and your role in these committees.
- Did you participate in revision and or development of a new program for your discipline?

Comments

Scholarly Pursuits (optional): Discuss all scholarly pursuits that you have undertaken. This may include publications appearing in scholarly journals or books, performances outside of South Texas College or at exhibitions, presentations at professional conferences. Scholarly pursuits are helpful when seeking Academic Classification. In your response address the following items if applicable:

- Discuss your scholarly pursuits including publications, journals, books performances or exhibits.

Comments


ESSENTIAL QUALITIES: A COMMITMENT TO COMMUNITY SERVICE AND CREATING A COLLEGE-GOING CULTURE

South Texas College faculty members serve the community by participating in outreach initiatives, public speaking, dual enrollment, or community organizations. They interact with local businesses and schools to promote South Texas College’s core values and strategic directions.

Community Service (optional): Since your last evaluation, list all community service activities in which you have participated. Include a discussion of your role and the time commitment involved. In your response, please address the following questions if applicable:

- Did you participate in any outreach activities with the community including visits with area school districts, colleges, or universities?
- Did you speak in any community event regarding STC programs and services?

Comments

 SOUTH TEXAS COLLEGE	Supervisor Evaluation
Faculty Name: _____ Review Period: _____	Division/Program Name: _____ Date: _____

When responding to the items below, select ‘Yes’ or ‘No’ or IM N*) to indicate whether the faculty member has met/not met the performance level. Additional comments related to items #1 to #4 listed below should be provided in the Supervisor Comments box on the next page.

1. Does the faculty member maintain the required number of posted office hours for each semester? Yes No IMN*)

2. Does the faculty member meet the college’s minimum expectations for college service? Yes No IMN*)
NOTE: If ‘No’ is checked for Item 1 and 2, the faculty member must be given a final evaluation of “Unacceptable” or “Acceptable with Improvements” and this item must be specifically addressed in the comments box below.

3. Did student evaluations raise any issues of significant concern? Yes No IMN*)
NOTE: If ‘Yes’ is checked, the faculty member must be given a final evaluation of “Unacceptable” or “Acceptable with Improvements” and this item must be specifically addressed in the comments box below.

4. Comment on the faculty member’s performance as a member of the department/program and of South Texas College faculty. Discuss areas where the faculty member’s performance is strong, as well as any areas where the faculty member needs to improve on the following page. Yes No IMN*)

*)IMN = Improvement Needed

Supervisor Comments: submit comments on strengths and weaknesses below.

Classroom Observation:

--

Student Evaluations:

--

Learning Outcomes:

--

Professional Development:

--

College Service:

--

Scholarly Pursuits (optional):

--

Timely and accurate submission of records (PRIDE, syllabi, rosters):

--

Community Service (optional):

--

Graduation:

--

List any other student success activities (such as advising, any other extra-curricular activities, or college service):

--

RECOMMENDATIONS:

FACULTY NAME: _____

A#: _____

_____ **Acceptable**

The performance of _____, faculty member in the _____ Department/Program, meets or exceeds the minimum expectations of the department and of South Texas College. It is recommended that he/she be evaluated at the next regularly scheduled interval.

_____ **Acceptable with Improvements**

The performance of _____, faculty member in the _____ Department/Program, meets the minimum expectations of the department and of South Texas College.

The following improvements are needed:

_____ **Unacceptable**

The performance of _____, faculty member in the _____ Department/Program, does not meet the minimum expectations of the department and of South Texas College. He/she must be re-evaluated next semester and an **Action Plan** must be attached to this document.

I have examined the Classroom Observation Evaluation and the Supervisor Evaluation forms.

Faculty Member

Date

Your signature indicated that you have discussed this evaluation with your supervisor and received a copy of the evaluation. It does not necessarily indicate agreement with the content.

Program Chair

Date

Division Dean

Date