

307-01 FULL-TIME FACULTY EVALUATION—PROCEDURE

1. PURPOSE

The purpose of the evaluation of full-time faculty is to appraise and improve quality of performance and determine employment status. The evaluation process encourages instructional excellence through increased communication among students, faculty, and administrators.

2. PROCEDURE

1. Evaluation Process

There are five components that need to be completed during each academic year:

- a. Self-evaluation form
- b. Peer review form
- c. Classroom observation form
- d. Supervisor evaluation form
- e. Student evaluations

2. Probationary and Continuing Status

- a. Each new full-time faculty member will serve a probationary period of no less than two consecutive, regular and complete academic years excluding summer or other special "sessions." *See Policy 410 for further information on Leave of Absence/Breaks in Employment.*
- b. The Full-Time Faculty Evaluation Operational Procedures details the timeline and procedure for moving from probationary to continuing status.
- c. The contracts of probationary or continuing faculty members are renewed on the basis of excellent performance, the promise of continued success, and program offerings. Although nonrenewal may take place for the grounds set forth in Procedure 450-01-02, the nonrenewal need not necessarily be construed as due to failure or poor performance of the faculty member. Other considerations such as the need for a different area of specialization or for new emphasis in course or program offerings; the lack of a continuing position; the need to shift a position or resources to another department; or the need for an alternative instructional program or service may dictate whether the individual is to be renewed.
- d. The District Governing Board will decide upon any actions to be taken, concerning the full-time faculty member's status.
- e. *If the college does not complete the review process within the required time frame, employment for an additional year will automatically occur.*
- f. If the employee disagrees with the Board's decision, the employee may request a hearing, in writing, from the Human Resources Director. The President will appoint an independent hearing officer or other College official. The written request for the hearing must be received in the Human Resources Department within ten (10) working days of notice of the Board's decision. The request must contain a detailed statement of the

basis for review, the reasons the employee believes the decision is improper, and the relief requested.

3. BACKGROUND

1. References: Full-Time Faculty Evaluation Procedural Guidelines
2. Revision history: 04/2000, 09/01/2006, 11/09/2007, 5/5/2010, 12/08/2010 (revised and superseded 443-09), 01/14/2011 (renumbered)
3. Legal review: none
4. Sponsor: Academic Affairs

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