

307-01 FULL-TIME FACULTY EVALUATION—PROCEDURAL GUIDELINES

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 will encourage instructional excellence through increased communication among students, faculty, and administrators. The faculty evaluation procedures will:

1. Identify the strengths of the faculty member,
2. Allow for recognition of individual differences with regard to accomplishments and performance,
3. Accommodate differences in programs and disciplines,
4. Address the following role expectations of the faculty member: teaching, professional/personal development, and service to the college/community,
5. Assist the faculty member in: identifying behaviors needed to perform effectively, being aware of standards of performance, appraising current level of performance, receiving feedback, and reinforcing professional growth,
6. Encourage faculty contributions to the college, to the profession, and to personal as well as professional goals,
7. Be based upon information gathered systematically from students, faculty, and other sources as specified by the faculty member and the department chair,
8. Be formative and summative in nature, addressing issues dealing with, and procedures relating to, quality of performance and employment status.

2. COMPONENTS

1. Probationary or Continuing Full-Time Faculty Member

To ensure consistency, instruments for evaluation will be revised and adopted by faculty committee. The following is a list of the instruments that will be used:

- a. **Self-evaluation** will be completed by the faculty member.
- b. **Peer review form** will be completed by one person approved by supervisor.
- c. **Classroom observation form** will be completed by one person approved by supervisor.
- d. **Supervisor evaluation form** will be completed by supervisor. This will include a checklist of items submitted, such as semester schedules and student evaluations.

3. INSTRUCTIONS

1. Goals and Self Evaluation Form—Instructor's Responsibility

- a. Complete the first section regarding goals and achievement of goals in May before the next academic year begins. Instructor and supervisor sign and date this portion.
- b. Review the form and the faculty job description. Work on completing the remainder of the form during the academic year.
- c. Be sure to have form fully complete about mid-April in order to pass along to supervisor for review.

- d. After your supervisor finishes the supervisor evaluation form in early May, then meet with supervisor to review your evaluation and to set goals for the following academic year. The instructor will have the opportunity to clarify or rebut any observations or comments on the form before it is submitted to HR.
2. Peer Review Form—Instructor's Responsibility
 - a. During the academic year, ask at least one person (approved by your supervisor) to complete a peer review form for you.
 - b. The person you ask should be a CCC employee who works with you in some capacity at CCC.
 - c. The same person should not complete your peer review form two years in a row. A variety of reviewers is encouraged from year to year.
 - d. Be sure to have form fully complete about mid-April in order to pass along to supervisor for review.
 3. Classroom Observation Form—Instructor's Responsibility
 - a. During the academic year, ask at least one person (approved by your supervisor) to attend one of your classes and then complete a classroom observation form for you.
 - b. The person you ask may or may not be a CCC employee, but should be someone who is somewhat knowledgeable about teaching in general and/or about the subject matter you are teaching. For instance, if you are teaching a class on CPR, then it might make sense to ask another CPR teacher to complete your classroom observation form even if that person is not employed at CCC.
 - c. The same person should not complete your classroom observation form two years in a row. A variety of observers is encouraged from year to year.
 - d. Be sure to have form fully complete about mid-April in order to pass along to supervisor for review.
 4. Supervisor Evaluation Form—Supervisor's Responsibility
 - a. Instructor will provide self evaluation form, peer reviews, and classroom observations to supervisor in mid-April.
 - b. Also, supervisor should gather student evaluation results from IR if you do not already have them. Supervisor will use the previous spring and fall results as the current spring results will not be ready in time for use.
 - c. Supervisor will review all the pieces of the evaluation process (self evaluation form, classroom observations, peer reviews, and student evaluations) and complete the supervisor evaluation form.
 - d. Then supervisor will meet with instructor to discuss the evaluation and to set goals for the next academic year.

4. ANNUAL TIMELINE

1. Early May:
 - a. Instructor sets goals for the following academic year with input from supervisor if necessary.
 - b. The instructor will provide a plan for achieving goals. These goals and plan for achievement should be documented on the first section of the self evaluation form, and that portion of the form should then be signed by the instructor and the supervisor with the date that goals were discussed.
 - c. Please note that for new hires, goals may be set in August at the beginning of the academic year.

2. During academic year:
 - a. Instructor will work on achievement of goals as well as gathering information necessary for the faculty evaluation process. The following pieces of the evaluation process should be completed during this time: at least 1 peer review, at least 1 classroom observation, and student evaluations.
 - b. The instructor will keep track of items accomplished during the academic year that should be documented on the self evaluation form (please see faculty job description and the self evaluation form).

3. Mid-April:

Instructor should send the following completed materials to supervisor: Self evaluation form, classroom observations, and peer reviews.

4. Early May:
 - a. Supervisor will review all of the pieces of the faculty evaluation process (self evaluation form, classroom observations, peer reviews, and student evaluations) and complete the supervisor evaluation form for instructor.
 - b. The instructor and supervisor meet to discuss the evaluation and accomplishment of goals. At this time, or shortly thereafter, the instructor should set goals and plan for achievement for the next academic year.

5. PROBATIONARY TO CONTINUING STATUS

1. Probationary Period

By no later than January 30 of each year, the Department Chair will meet with the appropriate Dean to discuss the impending recommendation due on or before February 28. If the Dean chooses not to accept the recommendations, he/she must notify the Chair in writing as to his/her reasons by February 14. At this time both the recommendations of the Chair and the Dean will be forwarded to the Vice President for Academic Affairs.

 - a. By no later than February 28 of the first full academic year of eligible employment, the Dean will make a recommendation for renewal or non-renewal to the Vice President for Academic Affairs. If the Vice President chooses not to accept the recommendation, he/she must notify the Dean and Department Chair in writing as to his/her reasons. At this time, both

the recommendation of the Dean and the recommendation of the Vice President will be forwarded to the President, with copies to the faculty member being reviewed for renewal or non-renewal.

- b. By no later than February 28 of the second full academic year of eligible employment, the Dean will make a recommendation for renewal or non-renewal to the Vice President for Academic Affairs. If the Vice President chooses not to accept the recommendation, he/she must notify the Dean and Department Chair in writing as to his/her reasons. At this time, both the recommendation of the Dean and the recommendation of the Vice President will be forwarded to the President with copies to the faculty member being reviewed for renewal and award of continuing status, extension of the probationary period for one additional year (only one extension may be granted), or nonrenewal.
- c. If the probationary period is extended, by no later than February 28 of the third full academic year of eligible employment, the Dean will make a recommendation for renewal and award of continuing status or non-renewal to the Vice President for Academic Affairs. If the Vice President chooses not to accept the recommendation, he/she must notify the Dean and Department Chair in writing as to his/her reasons. At this time, both the recommendation of the Dean and the recommendation of the Vice President will be forwarded to the President with copies to the faculty member being reviewed for renewal and award of continuing status, or nonrenewal.
- d. Upon receipt of the recommendations from the Dean and Vice President for Academic Affairs, the President will provide a recommendation to the District Governing Board. Upon approval by the Board, the President will inform the faculty member by letter of renewal and award of continuing status or nonrenewal.
- e. During the probationary period, a faculty member shall not be entitled to use the Complaint and Grievance Resolution Procedure 450-03.
- f. *If the administration has not completed the review process within the required time frame, employment for an additional year will automatically occur.*

2. Continuing Status

By no later than January 30 of each year, the Chair will meet with the appropriate Dean to discuss the impending recommendation due on or before February 28. If the Dean chooses not to accept the recommendations, he/she must notify the Chair in writing as to his/her reasons by February 14. At this time both the recommendations of the Chair and the Dean will be forwarded to the Vice President for Academic Affairs.

- a. By no later than February 28 of each year, every full-time faculty member who has completed his/her probationary period and is on continuing status shall have recommendations for retention or dismissal provided to the Vice President for Academic Affairs. If the Vice President chooses not to accept the recommendation of the Dean, he/she must notify the Dean and

Department Chair in writing as to his/her reasons. At this time, both the recommendation of the Dean and the recommendation of the Vice President will be forwarded to the President with copies to the employee: the President will then provide a recommendation to the District Governing Board. Upon action by the Board, the President will inform the faculty member by letter of the Board's action.

- b. During continuing status, if the faculty member does not agree with the Board's action, the faculty member is entitled to use the Complaint and Grievance Resolution Procedure 450-03.
- c. *If the administration has not completed the review process within the required time frame, employment for an additional year will automatically occur.*

6. BREAKS IN EMPLOYMENT

- 1. **Leave of Absence:** The faculty member will return with status in which he/she left.
- 2. **Interim Assignment:** The faculty member will return with status in which he/she left.

7. BACKGROUND

- 1. References: Full-Time Faculty Evaluation Policy 307-00 and Procedure 307-01
- 2. Revision history: 3/29/2010, 5/5/2010
- 3. Legal review: none
- 4. Sponsor: Academic Affairs

Guidelines effective: 12/08/2010

COCONINO COMMUNITY COLLEGE