

Process for Faculty Evaluations

Full-Time Contract (Probationary)/Tenure Track Faculty (Temporary Employees)

- 1) Contract Probationary/Tenure Track Faculty are evaluated every year during the fall semester.
- 2) The evaluation will include the following components/documents:
 - a) Self Evaluation – form submitted to Dean prior to the last scheduled class day in December
 - b) Classroom Evaluation* by a Peer and the VPI Designee – forms submitted to Dean
 - c) Classroom Evaluation by the Dean
 - d) Student Evaluations for each section – after mid semester and prior to final exams -- overseen by Dean
 - e) Summary Evaluation, written by the Dean or committee chairperson, taking all documents (a-d) into consideration**
 - f) Conference with the faculty member and the committee chairperson

*Separate forms are available for Library and Counseling Faculty although, if appropriate, the classroom evaluation form may be utilized.

**Dean or other designated Supervisor will utilize the Summary Evaluation form to evaluate non instructional faculty for whom classroom evaluation forms may not apply.

- 3) If a “Needs Improvement” or “Unsatisfactory” evaluation is deemed necessary by the Dean, a meeting will take place with the members of the evaluation committee prior to the conference between the faculty member and the committee chairperson. An Improvement Plan will be created by the Dean in collaboration with the VPI, discussed with the faculty member, and submitted with other paperwork.

Full-Time Tenured Faculty (Regular Employees)

- 1) Full-Time Tenured Faculty members are evaluated at least every three years during the fall semester. At the beginning of the fall semester, the Dean’s office will notify the faculty who are scheduled to be evaluated that semester.
- 2) The evaluation will include the following components/documents:
 - a) Self-Evaluation – form submitted to Dean prior to the last scheduled class day in December

- b) Classroom Evaluation by a member of the evaluation team – form submitted to Dean
- c) Student Evaluations (two sections) – after mid semester and prior to final exams -- overseen by Dean
- d) Summary Evaluation by the Dean or evaluation team chair, taking all documents (a-d) into consideration
- e) Conference between the faculty member and the evaluation team chair or Dean

*Separate forms are available for Library and Counseling Faculty although, if appropriate, the classroom evaluation form may be utilized.

**Dean or other designated Supervisor will utilize the Summary Evaluation form to evaluate non instructional or reassigned faculty for whom classroom evaluation forms may not apply.

- 3) If a “Needs Improvement” or “Unsatisfactory” evaluation is deemed necessary by the Dean or evaluation team chair, a meeting will take place between the faculty member and the Dean. An Improvement Plan will be created by the Dean in collaboration with the VPI, discussed with the faculty member, and submitted with other paperwork. A subsequent evaluation will take place the following year.

Adjunct Faculty

- 1) Adjunct Faculty are evaluated every six semesters (whether they have taught all six semesters or not). At the beginning of the semester in which the adjunct faculty member is to be evaluated, the Dean’s office will notify the faculty member that he/she is scheduled to be evaluated that semester.

The evaluation will be conducted by a designee of the vice president of instruction appointed by the division dean. After notification of the designee, the adjunct faculty member may request that a different evaluator be appointed. The adjunct faculty member may also suggest a potential evaluator at that time. If, however, the division dean and adjunct faculty member cannot come to agreement about the designee the division dean shall conduct the evaluation.

- a) Self-Evaluation - form submitted to Dean or VPI Designee
- b) Classroom Evaluation* by the VPI Designee – form submitted to Dean
- c) Student Evaluations – after mid semester and prior to final exams – overseen by Dean
- d) Conference between the faculty member and the Designee

*Separate forms are available for Library and Counseling Faculty although, if appropriate, the classroom evaluation form may be utilized.

- 2) If a “Needs Improvement” or “Unsatisfactory” evaluation is deemed necessary by the Dean, an Improvement Plan will be created by the Dean in collaboration with the VPI, discussed with the faculty member, and submitted with other paperwork. A subsequent evaluation will take place the following semester or the next semester in which the adjunct faculty member teaches/works for the District.