



410 POLICY - Faculty Evaluations

410.1 Statement of Policy

Faculty evaluations are required. They will be given according to the guidelines published in the Procedures section of the Policies and Procedures Manual.

410.2 Faculty Evaluations

For the purpose of assuring the public, the students, and the faculty of the College's maintenance of the highest academic standards, procedures for review and evaluation of Full-time and Adjunct faculty are published in the Procedures section of the Policies and Procedures Manual.

Adopted March 2020



410 PROCEDURE - Faculty Evaluations

410.2:1 Faculty

A. Full-time Faculty Self-Assessments

Self-assessments allow full-time faculty to reflect upon and describe their teaching and learning goals, professional development, campus and community service, challenges, and accomplishments. Supervisors will utilize the faculty self-assessment to complete the annual full-time faculty performance evaluation.

Full-time faculty will initiate the Self-Assessment process through the evaluation platform, which will allow access to the form. The self-assessment will open on August 1st to allow ongoing documentation and must be completed, signed, and shared by March 1st of every year.

B. Full-time Faculty Performance Evaluations

This evaluation is intended to facilitate communication between supervisors and faculty regarding expectations of job performance.

The areas of evaluation include work ethic, team-work, communications, initiatives, departmental duties, supervision (only applies to Department Heads), and institutional service using a point-based system. Full-time faculty will be evaluated annually by May 1st of each academic year.

Full-time faculty will be evaluated by the Department Head. Department Heads will be evaluated by the Vice President for Academic Affairs. The evaluation will be done via an electronic form. Access to this form is between the faculty member and direct supervisor. Once the form has been completed, the faculty member will have the opportunity to review it and meet with their supervisor within ten (10) business days.

C. Live Classroom Observations

The Faculty Observation Form, available within the Documents folder of the Faculty Senate LMS course, will be used to assess and enhance teaching effectiveness to



foster continuous development as faculty and to improve educational outcomes.

1. The classroom observation for live courses will require the supervisor to sit in on a course. Observations will be conducted during a mutually agreed-upon date by the faculty and the supervisor. A post observation discussion will be held within ten (10) business days after the classroom observation.
2. Full-time faculty will be observed in years one, three, and five by their Department Head. Department Heads will be observed on the same timeline by the Vice President for Academic Affairs. If additional observations are needed or requested, the scheduling of those will be agreed upon by the faculty member and supervisor.
3. Adjunct faculty may request a live classroom observation be completed by their Department Head. Department Heads may observe their adjunct faculty as needed and on a mutually agreed-upon date.

D. Online Classroom Observations

The Instructional Designer, utilizing the Online Course Review Rubric, will review all online instruction. The rubric is available within the Documents folder of the Faculty Senate LMS course. Following review, the Instructional Designer will email the completed form to the faculty member and their Department Head, or, in the case of Department Heads, the Vice President for Academic Affairs. Faculty may request a meeting with their supervisor to discuss the review.

E. Student Evaluations

Student evaluations will be administered electronically in all courses during the final weeks of each semester. The evaluation will be open for a two-week period, and students, as well as faculty, will be notified as to the specific dates. The evaluations will be available to faculty after the grade submission deadline for the designated semester. The Vice President for Academic Affairs has access to all student evaluations; Department Heads have access to all student evaluations within their respective departments.



Adopted March 2020
Revised November 2021
Revised August 2022
Revised November 2024