Date:

To: <<All committee members & Contract Faculty Member>>

From: <<Academic Administrator’s Name & Title>>

cc: <<IDS>>

Subject: Faculty Evaluation Committee

□ **Tenure Track**

□ **One Year Temp** □ **One Semester Temp** □ **Categorically Funded Temp**

**SCOPE & PROCESS SUMMARY**

Faculty Member: <<Name>> Semester/Year: <<List>>

1. Committee Membership:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Chair Administrator |  | | Department Chair |  | | Member[[1]](#footnote-1)\* |  | | Member |  | | Member |  | |  |

1. Scope & Process:
   1. A committee meeting to determine scope and process was held on:

Date: <<List>>

* 1. As mandatory components during the faculty evaluation process, the committee agreed to the following:
     + Each member of the committee shall write a narrative statement supporting their initial overall evaluation of the contract faculty member’s fulfillment of the job responsibilities as outlined in Article X.
     + Written administrative and peer reviews from classroom visitations from each member of the committee. For instructors teaching online, one of the classroom visitations must be an online section.
     + Committee to review results of student surveys of *all* classes (or alternative instruments for non-teaching faculty).
     + Review of faculty syllabi.
     + Establishment of tentative professional growth goals Committee will determine subject-matter proficiency at final committee meeting.
     + Committee will review the expectation of full-time faculty to perform five (5) hours of institutional service per week. Institutional service includes, but is not limited to, non-instructional professional responsibilities, such as updating and revising curriculum, participating in improvement of instruction committees, participating in career technical education (CTE) advisory committees, participating in program review and assessment projects and completing these documents, attending department meetings, and participating in discipline activities (submitted by the end of the third week of the Fall term).
     + Committee will review annual flex obligations
     + Faculty Expectations listed in Article XI.B.1
     + The review by the committee will include evaluation of distance education (online and hybrid) instruction if such instruction is part of the teaching assignment.
     + The faculty under evaluation shall provide a self-reflective narrative statement that addresses how the faculty member fulfills institutional service obligations, including support of equitable student access and success. The narrative should also address other non-instructional duties for which the faculty receives reassigned time. Other non-instructional duties for which the faculty members receive reassign time should be explained in the narrative.
     + Committee will review faculty expectations
       1. Full-time faculty expectations include all of the following but are not limited to:
          1. Will be thorough in carrying out the assigned duties as outlined in the job description, including librarians, counselors, student activities coordinators, and athletic coaches.
          2. Will be regularly involved in professional development activities in order to increase expertise in both subject matter, teaching techniques, or other duties as outlined in the job description.
          3. Will cooperate with the department chair and colleagues in planning and implementing curricular and other educational projects.
          4. Will participate in program development, program review, and assessment of program and student learning outcomes.
          5. Will develop and utilize effective pedagogical techniques in order to enhance the communication of ideas and promote optimal student learning, critical thinking, and performance skills.
          6. Will teach information that reflects current scholarship in their respective field and is in compliance with the current course outline of record.
          7. Will adhere to ethical principles governing interactions with students and colleagues.
          8. Will be prompt and regular in attendance at all class meetings and adhere to scheduled dismissal times.
          9. Will be prompt and regular in attendance at all department, committee, and College-wide meetings.
          10. Will prepare all records and reports accurately and completely within established deadlines. Reports include but are not limited to census reports, positive attendance, and grade rosters.
          11. Will be involved in the total program of the College to fulfill their institutional service (See Article X. O).
          12. Will keep scheduled office hours and fulfill obligations as to presence on campus.
          13. Will maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.
          14. Will use their subject matter expertise to cultivate a supportive and inclusive environment that promotes equitable access and success for a diverse student body.

May include:

* + - If agreed upon by the committee, the faculty member undergoing evaluation may be asked to provide examples of teaching and assignment materials to ensure that they adhere to the course outline of record.
    - The review committee may also evaluate professional traits such as time-management, dependability, and respectful collegiality.

Optional materials for discussion and informational purposes only:

* + - After completion of the formal review, the committee may review, for informational purposes only, the contract faculty member’s grade distribution, equitable access and success data, and retention statistics. This information shall not be part of the formal review process or report.
  1. Follow-up Meeting: All committee members are expected to attend the follow-up meeting to present their evaluations and written summaries in person. Committee conversation regarding all materials presented in the follow-up meeting is a crucial part of the evaluation process and allows for careful consideration of all observations and assessments in each member’s evaluation. Elective and representative duties can only be discussed for non-evaluative purposes. Discussion of duties associated with other reassigned time cannot form the basis for a needs improvement determination. Any other discussion of the report is limited by the scope of the evaluation. Written evaluations due: <<Date>>
  2. Student evaluations will hopefully be available for review one week before the final meeting.
  3. Joint committee to review evaluation materials and recommend final report:

Date: <<List>> Place: <<Location>>

1. \* **Indicates service on the hiring committee** [↑](#footnote-ref-1)