

### **D.7.1.2 (Procedure) Faculty Performance Evaluations**

Responsible Department: Vice Chancellor for Academic Success

Based on Board Policy: D.7.1 - Employee Evaluations

Approved: 6-1-12

Last Amended: 7-21-15

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#### **Overview**

All full-time faculty members will complete the faculty evaluation process as described in Procedure D.7.1.1. As stated in the Faculty Position description, the relationship of the faculty member to the student is one of leader, teacher, advisor, mentor and facilitator of learning. Faculty members will uphold the mission and values of the colleges and foster effective working relationships with students and colleagues.

Each faculty member will build a portfolio with evidence covering the evaluation period of each component requirement and optional activity in the evaluation model and upload the necessary/relevant evaluation materials when required.

#### **Faculty Performance Evaluation Guidelines**

The following procedure guidelines have been established in regards to the Faculty Evaluation Process for continuous improvement in instruction and are required to be eligible for Promotion and/or Tenure with the Alamo Colleges.

1. The basic criterion on which all employees will be evaluated is the description of the job for which they are currently employed along with specific duties which may be assigned. Accurate and updated position descriptions and lists of specific duties must be available to the employee and supervisor prior to the evaluation process.
2. A formal session between faculty and supervisor/chairperson will be held annually at the beginning of the academic year for the purpose of discussing the teaching, scholarly/creative activities, service, and academic administrative role; mutual expectations; and progress. Informal sessions between faculty and chairperson are encouraged and are required when reservations about performance exist or improvement plans are in place.
3. All faculty shall complete the evaluation process annually for the first five years of employment or every two years as required.
4. During each portion of the evaluation process, the faculty member shall follow the steps and timelines defined in the process.
5. Faculty chairs/supervisors will be evaluated according to guidelines established specifically for chairs/supervisors.
6. The evaluation process includes the faculty member's portfolio of evidence including student evaluations, the review and assessment of the portfolio by peers and the chair, student evaluations, and the enrichment or improvement plan.
7. Student evaluations will be administered in every class every fall and spring term.
8. Classroom observations will be conducted annually by the chair or designee. The observation is an enrichment experience and includes a discussion between the two faculty members. Any faculty member may request a reasonable number of

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additional classroom observations by chair or peers at any time. Additional observations may occur at any time at request of the Chair.

9. For the 2015-2016 academic year, faculty counselors, librarians, and adjunct faculty will be evaluated by the chair/supervisor using appropriate 2014-2015 evaluation processes with the addition of the Enrichment or Improvement Plan. The evaluation processes will be aligned with the job descriptions beginning in the 2016-2017 academic year.
10. Following the evaluation by peers and chair, the chair will discuss the results with the faculty member. The faculty member will develop an Enrichment Plan. Faculty who receive an “Improvement Required” or “Unacceptable Performance” rating on any component area (e.g. Instructional Assessment, Service to Department) will develop an Improvement Plan in collaboration with the chair and dean. Faculty with an Improvement Plan will complete annual evaluations until the Improvement Plan is satisfied as determined by the President.
11. All faculty evaluations by chair/supervisor will be reviewed by appropriate dean. Administrative oversight by the Vice President for Academic Success is expected for every faculty member. Those faculty requiring an Improvement Plan, and the actions completed by the faculty member to satisfy that plan, will be developed in conjunction with the chair, dean, vice president and president.