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**DATE:** November 7, 2017

**TO:** Laura Cailloux, Darren Greeno, Gabriel Mast, Joan Youngquist, Dave Paul, Christy Gough, Mindy Coslor, & Mari Acob-Nash

**FROM:** Kenneth Lawson, Ph.D.   
Vice President for Instruction

**SUBJECT:** 2017-18 Faculty Evaluations

Per the Negotiated Agreement, faculty evaluations shall be completed by the appropriate supervising administrator in writing then shall be reviewed and signed by both parties. If any faculty member disagrees with any portion of their evaluation, the faculty member has the right to state his/her disagreement in writing. The completed evaluation forms, with appropriate signatures, shall be submitted to the Vice President for Instruction prior to June 1. Copies of written disagreements by the faculty being evaluated must be attached. All documents shall be placed in the individual's personnel file.

The evaluation and classroom evaluation forms are attached. These forms are negotiated and cannot be modified—if a portion does not apply, leave it blank.

Please distribute the faculty evaluation forms to Director and Department/Division Chairs as appropriate. Adjunct and full-time temporary faculty that have been evaluated for three consecutive years, then will then be evaluated at the end of 3 years, and then transfer to the 5-year cycle. Kathy tracks completed faculty evaluations and maintains the annually contracted faculty 5-year cycle list, so can provide this information as needed.

Please remember: faculty members being evaluated can request that documents be included with their evaluation (i.e. class observation form, self-evaluation, etc.). You need to list attached documents on the line provided at the bottom of the evaluation form. Anonymous student comments cannot be included in personnel files per the faculty contract.

**Full-time tenured faculty** are on a 5-year evaluation cycle which includes:

1. A current professional development plan.
2. Classroom observation by appropriate administrator—during the academic year they are being reviewed—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes (including moonlight) during one quarter in the academic year they are scheduled to be reviewed.

4. Faculty members may also choose to utilize and include peer evaluations, self-evaluations, digitally recorded observations, portfolios, or other techniques.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
  - The review will be the basis for a discussion with the appropriate administrator & faculty member.

**Probationary, tenure-track faculty** will be reviewed as stated in the Negotiated Agreement.

**Full-time temporary faculty** will be reviewed annually for 3 years, then will then be evaluated at the end of 3 years, and then convert to a 5-year cycle. This includes:

1. A current professional development plan (PDP).
2. Classroom observation by appropriate supervisor – once during the academic year for the first 3 years, then will then be evaluated at the end of 3 years, then convert to the 5-year cycle—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes (including moonlight) during one quarter each academic year for the first 3 years, then will then be evaluated at the end of 3 years, and then convert to the 5-year cycle.
4. Faculty members may also choose to utilize and include peer evaluations, self-evaluations, digitally recorded observations, portfolios, or other techniques.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
  - The review will be the basis for a discussion with the appropriate administrator & faculty member.

**Adjunct faculty** will be reviewed annually for 3 years, then will then be evaluated at the end of 3 years, and then convert to a 5-year cycle. This includes:

1. Part-time professional-technical faculty who teach two-thirds or more of a full-time load for more than the equivalent of three quarters are required to submit a three year PDP. Upon completion of their three year PDP, they will transition to a five year PDP.
2. Classroom observation by appropriate supervisor – once each academic year for the first 3 years, then will then be evaluated at the end of 3 years, and then convert to the 5-year cycle—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes during one quarter each academic year for the first 3 years, then will then be evaluated at the end of 3 years, and then convert to the 5-year cycle.
4. Faculty members may also choose to utilize and include peer evaluations, self-evaluations, digitally recorded observations, portfolios, or other techniques.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
  - The review will be the basis for a discussion with the appropriate administrator & faculty member.

Attachments:

- Faculty Review Form
- Classroom Observation Form