

## Faculty Evaluation Information

Summarized from CCA Article 6. C. See the CCA for complete details and directions.

<b>Committee Requirements</b>	<b>Mode A1</b>	<b>Mode A2,3,4</b>	<b>Mode B Brief</b>
Evaluation Committee			
Dean and Department Chair	Yes	Yes	Yes
Tenured department member selected by Evaluator	Yes	Yes	No
Tenured member selected by the Department	Yes	Yes	No
<b>Packet Requirements</b>	<b>Mode A1</b>	<b>Mode A2,3,4</b>	<b>Mode B Brief</b>
CCA p. 33 A list of three goals and three achievements of the faculty member. The goals and achievements shall be measureable and achievable. The achievements shall document campus, community, and professional contributions since the faculty member's last evaluation.	Achievements are not required, but goals are required.	Yes	Yes
o In-class teaching			
o Curriculum review/development			
o Educational research activity			
o Community work			
o Articulation with HS and/or colleges			
o Recruitment of new student populations			
o On-campus committee work			
o Leadership responsibilities (e.g., service area coordinator, division/department chair, supervisor of aides)			
o Significant community and professional service (e.g., school board member, journal editor, officer of professional society)			
o Participation in job placement, on-campus activities and professional service			
o Other services to the College, profession, or community			
Teaching philosophy	Yes	Yes	Optional
Syllabi for courses taught in the current semester	Yes	Yes	Yes
A brief narrative summarizing assessment of SLOs in classes or service area. The faculty member will explain how assessment findings influenced or informed his or her teaching or services.	Yes	Yes	Yes
<b>Scheduled Classroom Visits</b>	<b>Mode A1</b>	<b>Mode A2,3,4</b>	<b>Mode B Brief</b>
For Student Evaluations	Yes	Yes	Yes
For Committee Observations	Yes	Yes	No

Notes: Please use the form PGA/FT for goals, achievements, and SLO narrative.

### 1. Criteria:

Evaluation criteria include:

- a. Discipline Knowledge
- b. Creation and Facilitation of the Learning Environment
- c. Individual Professional Responsibility
- d. Participation in Institutional Activities
- e. Effective Teaching Methods

#### 4. a. The Evaluation Committee

- 1) The Faculty chair will serve on area evaluations and facilitate the Pre-Observation Meeting. In the event that a faculty chair cannot serve, an area does not have a chair, or the faculty chair is the evaluatee, the Educational Administrator will meet with the faculty in the area to select a suitable substitute.
- 2) Faculty Evaluators will participate in all components of the evaluation as peer experts:
  - Attend all committee meetings
  - Review the Evaluation Packet and other materials
  - Make arrangements for an observation date
  - Complete the observation and observation form appropriate to assignment
  - Complete Form B/FT as appropriate
  - Give the evaluatee timely feedback upon completion of the observation (prior to the post-observation meeting)
  - Sign the final report confirming the majority opinion
- 3) The Educational Administrator:
  - Provides direction to evaluatee on expectations and suitability of initial paperwork
  - Provides direction to evaluatee on expectations and initial process
  - Determines the timeline following contract specifications
  - Coordinates the paperwork inherent in the process
  - Completes an observation and observation form appropriate to the assignment
  - Gives the evaluatee timely feedback upon completion of the observation (prior to the Post-Observation Meeting)
  - Completes administrative assessment Form Q/FT
  - Coordinates the evaluation team as it jointly completes the Evaluation Team Summary (attached to form A/FT), based upon the majority opinion of the group
  - Types summary report
  - After consultation with the evaluation committee, makes a recommendation on continued employment of the faculty member to the President or designee.

#### 4. b. Evaluatee will:

- Select one (1) tenured faculty member for the evaluation team for a Mode A (years 2, 3, and 4) or Mode B Comprehensive evaluation (*only when from section D.2 “the faculty member may elect to replace a brief Mode B evaluation with a comprehensive Mode B evaluation”*).
- Prepare the Evaluation Packet.
- Provide his or her Educational Administrator with the following **prior** to the Pre-Observation Meeting:
  - A list of three goals and three achievements of the faculty member. The goals and achievements shall be measureable and achievable.
  - Teaching and/or service philosophy (this is optional for Mode B faculty).
  - Syllabi for courses taught in the current semester
  - A brief narrative summarizing assessment of SLOs in classes or service area. The faculty member shall explain how assessment findings influenced or informed his or her teaching or services.
- Provide course materials for evaluation. (*Note: These materials are not part of the packet and will not be forwarded with the packet to the VP. A sample appropriate for the classes scheduled is sufficient*).
- Arrange observations for all assignments to be evaluated
- When appropriate, send out faculty service survey to individuals the evaluatee chooses, with instructions to return the form to the Educational Administrator for inclusion in the evaluation packet
- Sign a statement that acknowledges the evaluation committee’s findings have been presented at the Evaluation Summary Meeting and the evaluatee has 10 working days to respond to the committee’s findings.
- After receiving an electronic copy of the fully executed evaluation, the evaluatee shall have 10 working days to respond to any additional administrative comments on the faculty evaluation coversheet.

**The Brief Mode B Evaluation Committee** consists of the faculty chair and an Educational Administrator.

*If elected by the evaluatee:* **The Comprehensive Mode B Evaluation Committee** consists of tenured faculty members only and includes the faculty chair, except under extenuating circumstances, as the chair of the committee, one (1) department/program area member chosen by the evaluatee, and the Educational Administrator.