

## Procedure for Evaluation of Tenured Faculty

### General Information

- A. Tenured faculty members (professor) shall be evaluated every third year upon attaining tenure. Each professor will be evaluated in each area of contract responsibility. All evaluations will be conducted during the fall semester unless there are extenuating circumstances.
- B. The evaluations shall include:
1. Student evaluations (if applicable)
  2. Self-evaluation
  3. Statement of Compliance
  4. Professor's evaluation meeting with Supervising Administrator
- C. The evaluation process document and the evaluation packet which includes a copy of the timeline will be prepared and distributed to the professor by the Human Resources Department during fall in-service. The timeline process will be as follows:

<u>Tenured Faculty Timeline Process</u>		<u>Tenured Faculty Specific Due Dates</u>
1. Student Evaluation (Evaluation Form 1T, 1NT, 1TS & 1NTS)	HRD disseminates 9 <sup>th</sup> week (T) Student completion 10 <sup>th</sup> to 13 <sup>th</sup> weeks (T) Throughout Fall Semester (NT)	10/15-19/18 10/22 – 11/16/18 <hr/>
2. Professor Documents a. Self Evaluation b. Completion of Statement of Compliance	Due on or before the 2 <sup>nd</sup> Friday in March to the Supervising Administrator.	3/8/19 <hr/>
3. Peer Committee Review	Feedback to professor due on or before the first Friday in March.	3/1/19 <hr/>
4. Supervising Administrator Documents a. Professor Evaluation Meeting b. Completion of Statement of Compliance	Due on or before the last Friday in May to the Human Resources Department.	5/31/19 <hr/>

## Student Evaluations

- D. The Human Resources Department will prepare and distribute to the professor, the student evaluation process document and student evaluation packets for every section the teaching professor teaches during the semester and applicable non-teaching faculty.
- E. The HRD will notify the teaching professor of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the professor's responsibility to ensure that student evaluations are completed in the applicable format.
- F. For each section taught by a professor, a person other than that professor will administer the evaluation instrument on or before Friday of the 13<sup>th</sup> week of the fall semester. Exceptions may include but not limited to nonteaching professors or short-term courses. The completed evaluations shall be turned into the Human Resources Department on or before Friday of the 13<sup>th</sup> week of the fall semester.
- G. Under the direction of the Human Resources Department, the student evaluation results shall be compiled. The HRD will forward the student evaluation results to the Supervising Administrator and Division Chair. The Supervising Administrator will distribute the student evaluation results to the contract faculty member once final grades are submitted.
- H. Instructions for Faculty Member:
  - 1. The enclosed evaluations are to be completed by **Friday, November 16, 2018**.
  - 2. Please select a student to supervise the Instructor and Course evaluation process.
  - 3. Review the instructions listed below with the Student Supervisor.

### Instructions for Student Supervisor:

- 1. Distribute an evaluation form to each student in the class.
- 2. **Read the following instructions to the class aloud:**

“In a continuing effort to improve instruction at Taft College, you are asked to take about ten minutes to complete an evaluation on your instructor and course. The results of this evaluation will be used by the instructor as feedback to determine his/her strengths and weaknesses as assessed by the student. No instructor will see the results of this evaluation until this semester is completed and all grades have been turned in to the Record's Office.”
- 3. Upon completion of the evaluation by your fellow students, place the completed evaluation forms in the tamper resistant envelope, SEAL and SIGN YOUR NAME OVER THE SEAL it in the presence of the class. Immediately return the sealed envelope to your instructor, who will return the sealed envelope to the Human Resources Department or mailbox by the deadline.

### Peer Committee

- I. A professor shall select 3 peer committee members of their choice.
- J. Each peer committee member reviews the professor's evaluation materials and provides feedback to professor on or before the first Friday in March.

### Self Evaluation

- K. A professor shall submit a complete self-evaluation packet to the Supervising Administrator on or before the 2<sup>nd</sup> Friday in March. A complete self-evaluation packet consists of a written evaluation indicating positive attributes, shortcomings, and a possible plan to enhance overall competency. Four general areas to be considered:
  - (T) 1) Subject Matter; 2) Methodology; 3) Professional Relations; 4) Growth Plan
  - (NT) 1) Accomplishments; 2) Training Development; 3) Professional Relations; and 4) Growth Plan.

### Supervising Administrator

- L. After the Supervising Administrator reviews the professor's evaluation materials, an appointment will be arranged by the office of the Supervising Administrator for him/her to discuss the evaluation with the Supervising Administrator on or before the last Friday in May.
- M. The Supervising Administrator shall complete their portion of the Statement of Compliance form and send with supporting documentation to the Human Resources Department on or before the last Friday in May.