

Faculty Evaluation

Revised 12-16

- Faculty appointed to full time positions are evaluated based on three major categories: **Teaching and Learning**, **Service** and **Professional Development** with teaching and learning being the most important category. Adjunct Faculty are evaluated primarily on **Teaching and Learning**.
- The evaluation process may include consideration of any of the following items: *classroom observations, Individual Plans of Action, self-assessed performance reviews, student evaluations, course passage rates, committee work, curriculum and advising performance and general instructional performance or other performance information deemed significant by the evaluator*. Full time faculty are evaluated by the Dean of Academic Affairs or a designee annually using the appropriate instruments available on the policies clearinghouse. Performance evaluations of adjunct faculty are documented through an adjunct evaluation form completed by the instructor's department chair, program manager or designee. This document is also available on the policies clearinghouse.
- The Dean of Academic Affairs is responsible for ensuring that an evaluation is completed for each full time faculty member by the summer semester of each academic year. Each department chair is responsible for ensuring that an evaluation is completed for each adjunct faculty member employed as an instructor for courses in that department during an academic year. Department chairs who share adjunct instructors across departments may collaborate to complete one evaluation for an individual instructor. Department chairs should work with program managers and other fulltime faculty in completion of adjunct instructor evaluations in an efficient and appropriate manner.
- Evaluations are documented using a published instrument. Faculty may to respond in writing to any concerns about the evaluation.