

Faculty Evaluation Procedures: What Committee Members

& Evaluees Need to Know





Evaluation Overview

Purpose, criteria, ratings, committee structure

Evaluation Components

Observation, questionnaire, portfolio, assessments

Tenure-Track & Adjunct Process

Timeline details

Resources

Formal documentations and procedures



Evaluation Overview

Purpose of the evaluation process

- The evaluation process should assist faculty in understanding the expectations for employment and tenure; developing skills and acquiring the experience to participate successfully in the educational process.
- The evaluation process should assure that students have access to the most knowledgeable, talented, creative, and student-oriented faculty available. All tenured, tenure-track, and adjunct faculty participate in evaluations. Tenure-track faculty have a four-year probationary period. The evaluation process safeguards and assures the principles and practices of academic freedom as defined in District Policies and Procedures.
- The evaluation process should assure quality of work performance and professional growth/development by providing a useful assessment of performance.

Evaluation Criteria for Faculty

- Student Relations
- Professional Responsibilities
- Evaluators, Evaluees and Committee Members should take care to review the complete list of evaluation criteria on pages 3 and 4 of Appendix G.

Evaluation Ratings

- **Exceeds Expectations** (A): Used for faculty whose performance far exceeds expectations due to exceptionally high quality of work n all essential areas of responsibility, resulting in an overall quality of work that is superior.
- Meets Expectations (B): Used for faculty who perform assigned responsibilities well, consistently throughout the review period.
- **Needs Improvement** (C): should be used for faculty who made a sincere effort to meet the evaluation criteria but need additional guidance to meet them successfully.
- **Unsatisfactory** (D): should be used for faculty whose performance was below standard with regard to the evaluation criteria. Steps must be taken to improve overall performance.

What do ratings mean?

- A. Exceeds Expectations , B. Meets Expectations, C. Needs Improvement,
 - D. *Unsatisfactory*...how do you choose the *right* one?
 - Each individual committee member will have a slightly different understanding of what kind of work merits an A, B, C or D
- **Evaluees** should be most concerned with earning *passing marks*, i.e. a "B/Meets Expectations." This means that they have what it takes to be a successful faculty member and will receive the next contract.
- There are no bonus points for getting an "A."
- Evaluators / Committee members should clearly communicate to an evaluee how they view the rating system so that there are no misunderstandings if someone does not get an "A".

Committee Structure

Evaluation Guidance Committee

- Appropriate Vice President,
- District Academic
 Senate President
- AFT President and/or their designees

Division Evaluation Committee (Tenured Faculty Evaluations)

- 3 tenured faculty members
- Recommended by division faculty
- Approved by the Division
 Dean/Responsible
 Administrator

Tenure Evaluation Committee (Tenure-Track Evaluations)

- 3 tenured faculty members from division
- Includes discipline expert
- 1 Division Dean/Admin
- 3 -memberspermanent,1- rotates, Year 3-4.

Committee Structure - Adjunct

Evaluation Guidance Committee

- Appropriate Vice President,
- District Academic
 Senate President
- AFT President and/or their designees

Division Evaluation Committee (Tenured Faculty Evaluations)

- 3-5 tenured faculty members
- Recommended by division faculty
- Approved by the Division
 Dean/Responsible
 Administrator

Adjunct Evaluation Committee (Adjunct Evaluations)

- 1 full-time faculty member from division
- 1 Division Dean/Admin
- Review cycle, every three years

Evaluation Timeline - Adjunct

Evaluation Timeline

- 1st semester of employment
- Once every 4 semesters (every 2 years)
- After 8th semester,
 every 6 semesters
 (every 3 years)

Case Study (Hired in Fall 2023)		
Semester	Evaluation	
Fall 2023	First Evaluation	
Fall 2025	Second Evaluation	
Fall 2027	Third Evaluation	
Fall 2030	Fourth Evaluation	
Fall 2033	Fifth Evaluation	



Evaluation Components

Key components of the Evaluation

- Classroom/Online Observation
- Student Questionnaire
- Faculty Portfolio*
- Mandatory Self-Assessment
- Division Dean/Responsible Administrator Observation
- Division Dean/Responsible Administrator Assessment of Non-Teaching Responsibilities, if applicable

The Observation

- The evaluator will observe and assess the performance of the evaluee.
- Observations will not take place on days of exams, student presentations, guest lectures, etc.
- Evaluees will advise on dates inappropriate for observation
- Evaluee and Evaluator should discuss the selection of the courses to be observed, taking into consideration preps that are new and/or experimental



The Observation (cont)

- Evaluators only provide limited feedback immediately after the observation. More comprehensive feedback comes later.
- Within ten days after the observation(s), the evaluator will meet with the evaluee to discuss the observation(s)
- Guidance for observing online/hybrid modalities
 - Familiarize yourself now with the online observation form (<u>starting on p. 7</u>)
 - For hybrid course, observers will use both the Classroom & Online observation forms.



How to Observe in Canvas

For the Evaluee

- Add course evaluators to your Canvas course shell in the role of "Evaluator"
- Make students aware that an evaluator will be present in the course shell.
- Provide general guidance on course navigation & structure in Canvas.

For the Evaluator

- Accept the course invitation from your evaluee.
- Familiarize yourself with structure and navigation of the Canvas Course.
- Review the syllabus
- Use the Online Classroom Eval form to guide your review

Student Questionnaire

- Student questionnaires are anonymous.
- This semester, all questionnaires will be online via a link that is sent by the Division Assistant
- The questionnaire should be administered by week 10
- The results will not be released until grades are posted. However, the evaluator will give general themes gathered from the evaluations.



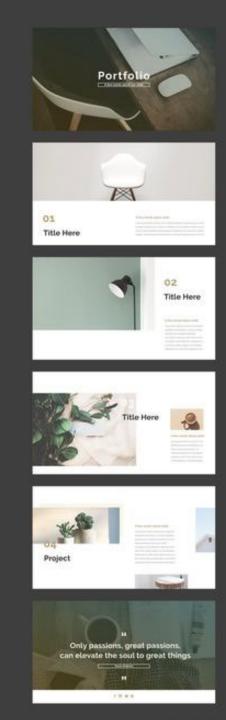
The Portfolio

- Language from the contract: "The faculty member shall supply a well-organized, comprehensible, and succinct faculty portfolio in hard copy or as a PDF. See appropriate form for list of required items depending on assignment."
 - Electronic portfolios will be accepted; Evaluee will share preferred portfolio format and give access to all committee members
 - Portfolios need not be exhaustive; samples, "greatest hits," and representative samples only
 - Evaluee and committee will discuss ways that the portfolio can contain all the requirements in a concise, succinct format
 - Look at previous portfolios as models
- "The intent of the Faculty Portfolio is to **assist the evaluator in understanding the instructional methodologies** being employed in the courses currently taught by the evaluee."



The Portfolio (cont.)

- **Portfolio is due by week 11** to the evaluator(Adjunct), Chair of the Division Evaluation Committee (Tenured), or the Chair of the Tenure Evaluation Committee (Tenure-Track).
- Each evaluator must conduct an independent review of the portfolio and complete a Portfolio Review Form (p. 16) for discussion with the evaluee. When the form is completed, the evaluator will forward the form, along with any written response from the evaluee, with all other evaluation materials to the following:
 - For Tenure Track: the chair of the Tenure Evaluation Committee
 - For Tenured Faculty: the chair of the Division Evaluation Committee
 - For Adjunct: the responsible administrator



Portfolio Pointers: Contents

Course syllabi (for teaching faculty)

- Grading policy
- Texts
- Supplemental Materials
- Expectations/Classroom Policies
- Major Assignment

Sample class materials (for teaching faculty)

- Quizzes, midterm/s, other exams
- Handouts
- Assignments
- Assigned projects
- Other sample class materials (optional at the discretion of evaluee, not evaluators)

Portfolio Pointers

Representative Projects

(for coordination and other non-teaching assignments) Examples:

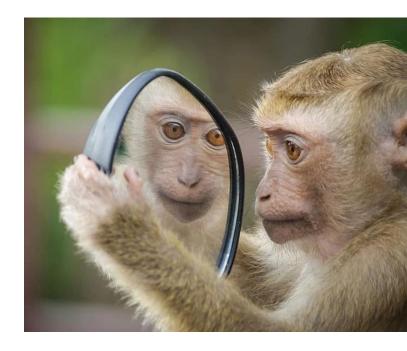
- Workshops and presentations given; consider including a videotape of a workshop a survey of the workshop participants
- Promotional materials created
- Surveys created and result summaries
- Project development materials
- Grant proposals
- Other materials that show evidence of your work



Portfolio due date: Week 11

Mandatory Self-Assessment

- Each evaluee must complete the Mandatory Self-Assessment (p. 17 of the observation form).
- The purpose of the Self-Assessment is to show the committee how the evaluee engages in college service and professional development
- The Self-Assessment is due by Week 12 of the semester when applicable.



Division Dean/Administrator Assessment/Observation

- Facilitates the process of forming the tenure committee and supporting the Tenure Chair in convening the first meeting prior to Week 4
- Assist the Student Questionnaires process so that it is delivered and tabulated for the committee evaluators.
- As an Evaluator, **observe and assess the performance** of Tenure-Track evaluees each year of the four year cycle and meet with the evaluee to review his / her observations and recommendations.
- Support the Tenure Chair in the compiling of a written report of the committee's assessment of the Evaluee (to be included as part of the Tenure Evaluation Committee documentation)
- Complete the Dean/Responsible Administrator's Assessment of Non-Teaching responsibilities form (p. 18) by Week 13.

Evaluator/Committee Member Responsibilities

- 1. Support the evaluee. Help them achieve their potential
- 2. Support and facilitate **clear**, **constructive communication** that supports ongoing growth and development
- 3. Honor and follow procedure. When clarity is needed, reach out to the Faculty Evaluation Guidance committee.
- 4. Schedule meetings at the beginning of the semester, and follow up
 - a. Language of contract: "meet with the evaluee to review criteria and methods of evaluation and the timelines of the evaluation process"
 - b. Discuss the contents of the portfolio and how the contents will be reviewed
 - c. Set dates of observations and follow-up dates for each evaluator
- 5. Create clear expectations from the beginning
 - a. Meet to discuss what you'd like to see in the observation
 - b. After the observation, meet within 10 days
 - c. Give Evaluee an opportunity to review draft observation prior to discussion

Performance Improvement Plan (PIP)

The purpose of a PIP is to engage in an intentional process of growth for the faculty member. It involves mentorship and an understanding of expectations. It is not a punishment, and it should be constructed in an achievable manner.

- 1. The committee decides whether a PIP is recommended
- 2. The committee develops the PIP with the Evaluee
- 3. The PIP relates directly to items observed or noted in the evaluation process.
- 4. The PIP has clear expectations that the Evaluee is obligated to complete with the support available through the Tenure process.





Faculty Evaluations Timeline

Faculty Evaluation - Timeline

Weeks 1-4 of Fall Semester

- **Orientation** to All Participants (this is it!)
- The committee meets with evaluee
- The committee establishes a schedule

Weeks 5 to 12 of Fall Semester

- If applicable, **Observations** (classroom and online) . Observation form is completed and reviewed with evaluee within 10 days of the observation.
- **Student Questionnaires** are administered by Week 10. If applicable, the evaluators provide an overview of the student questionnaires prior to the end of the semester. The tabulated student questionnaires after grades are posted.
- If applicable, the evaluee completes and submits a Portfolio by Week 11.
- The evaluee completes and submits the Mandatory Self-Assessment by Week 12.

Faculty Evaluation - Timeline

Weeks 13 – 17 of Fall Semester

- The Dean/Responsible Administrator completes and submits the Dean/Responsible Administrator's Assessment of Non-Teaching Responsibilities by Week 13 to the Chair of the Tenure Evaluation Committee.
- The Tenure Evaluation Committee meets to review the results of the evaluation process and reaches its recommendation.
- The Tenure Evaluation Committee meets with the evaluee to inform her/him of the Committee's
 recommendations and, if the evaluee receives an overall rating of "Needs Improvement" or
 "Unsatisfactory" on the evaluation summary, develops with the evaluee a Performance Improvement Plan.
- The Tenure Evaluation Committee submits its recommendation to the appropriate Vice President, and subsequently to the College President, in Week 17 of the academic year.

Timeline Dates - Fall 2023

Evaluation Items	Due Dates
Faculty Orientation Initial Meeting w/Evaluee	Weeks 1-4 (Aug 16-Sept 8)
Student Questionnaire	By end of Week 10 (October 13)
Portfolio	By end of Week 11 (October 20)
Observation	Weeks 5-12 (Sept 15-October 27)
Mandatory Self-Assessment	By end of Week 12 (October 27)
Dean/Responsible Administrator Responsibilities	By end of Week 13 (November 3)
Committee Meeting to Review Recommendations Meeting w/Evaluee to share recommendations (develops PIP, if applicable)	Weeks 13-17 (Nov 3-Dec 1)
Submits recommendation to appropriate VP	By end of Week 17 (Dec 1)

Evaluation Submission - Adobe Sign

Description

Adobe Sign allows us to use current documents and create a fillable online version without modifying or changing the document itself. With this feature we are able to do the following;

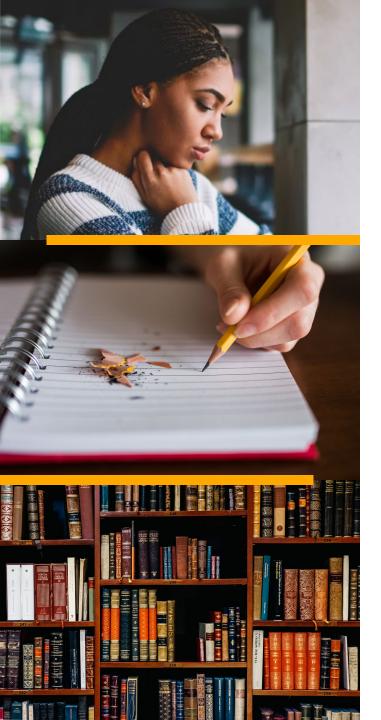
- Use our original evaluation forms
- Assign participants and mandatory fields
- Step by Step updates on the status of the form
- Create reminders for participants that haven't completed their section of the form
- A copy of the final complete version is sent to all participants added to the specific form

Next Steps

- Access instructions & training videos on the <u>Faculty Evaluation Website</u>
- Connect with <u>Muang Pharn</u> from the Office of Instruction for support with Adobe Sign Pilot.



Resources



Faculty Evaluation Procedures

All of the procedures developed by the Performance Evaluation Task Force (PETF) which were ratified by faculty in September 2014 to replace the previous Appendix G articles.

SMCCCD Eval Forms

Procedures and Forms that can be downloaded as fillable PDF documents.

Faculty Eval Guidance

Website for Faculty Evaluation Guidance Committee

Questions?



Contact the Faculty Evaluations Committee

Joaquin Rivera-Contreras | AFT Vice President rivera@aft1493.org or rivera@smccd.edu

Lindsey Ayotte | AS President

ayottel@smccd.edu

Dr. Vinicio López | Vice President of Instruction

lopezv@smccd.edu

