



# **Faculty Evaluation Procedures: What Committee Members & Evaluatees 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, Evaluatees 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 in 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 -members permanent,  
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
<ul style="list-style-type: none"><li>• 1st semester of employment</li><li>• Once every 4 semesters (every 2 years)</li><li>• After 8th semester, every 6 semesters (every 3 years)</li></ul>

Case Study (Hired in Fall 2023)	
<i>Semester</i>	<i>Evaluation</i>
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 evaluatee.
- Observations will not take place on days of exams, student presentations, guest lectures, etc.
- Evaluatees will advise on dates inappropriate for observation
- Evaluatee 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 evaluatee to discuss the observation(s)
- Guidance for observing online/hybrid modalities
  - Familiarize yourself now with the online observation form ([starting on p. 7](#))
  - 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 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 evaluatee. When the form is completed, the evaluator will forward the form, along with any written response from the evaluatee, 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 evaluatee, 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 evaluatee 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 evaluatee 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 evaluatees each year of the four year cycle and meet with the evaluatee 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 Evaluatee (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 evaluatee.** 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 evaluatee 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 Evaluatee 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 Evaluatee
3. The PIP relates directly to items observed or noted in the evaluation process.
4. The PIP has clear expectations that the Evaluatee 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 evaluatee
- 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 evaluatee 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 evaluatee completes and submits a **Portfolio** by Week 11.
- The evaluatee 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 evaluatee to inform her/him of the Committee's recommendations and, if the evaluatee receives an overall rating of "Needs Improvement" or "Unsatisfactory" on the evaluation summary, develops with the evaluatee 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

<i>Evaluation Items</i>	<i>Due Dates</i>
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 [Faculty Evaluation Website](#)
- Connect with [Muang Pharn](#) 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

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