

Polk State College Procedure

Subject	Reference	Date	Number
Teaching Faculty Evaluation System	Board Rule 6Hx21 3.05	7/01/2014	6012

I. Purpose

To establish a procedure for the evaluation of Polk State College teaching faculty.

II. Procedure for Full-Time Regular College Faculty

A. General Description

1. The Polk State College Faculty Evaluation System is designed to assess the effectiveness of college faculty, recognize achievements, and provide a plan for development and continuous improvement.
2. For full-time regular faculty, the evaluation year begins with the start of Term 1 of the academic year and concludes with the end of Term 2.

B. Evaluation Criteria

1. Full-time regular faculty will be evaluated on their performance in each of the following areas:
 - a. Professional Performance of Duties: The faculty member performs his or her duties in a professional manner and in accordance with all applicable college rules, policies, and procedures.
 - b. Instructional Responsibilities: The faculty member plans, delivers, and assesses instruction, as appropriate; communicates and provides feedback to students in a timely manner; and demonstrates satisfactory performance on classroom observations and Student Perception of Instruction surveys.
 - c. Student Learning: The faculty member provides evidence of student learning. Such evidence may include results of pre- and post-tests, course completion rates, samples of student work, feedback from employers of students, or certification pass rates.
 - d. College Compatibility: The faculty member shows respect for faculty, staff, and students; demonstrates interest in the well-being of the department, campus, and college; and receives positive feedback from peers.
 - e. Professional Development: The faculty member participates in ongoing professional development. This may include on-campus workshops, webinars, conferences, seminars, graduate courses, or publications.
 - f. Service to College: The faculty member actively participates in college activities in addition to the normal teaching assignment. This may include committees, assessment, department coordination, department projects, mentoring, campus events, curriculum development, or club advising.
2. All faculty will be evaluated on the basis of performance as described below for the overall evaluation:
 - a. Does Not Meet Standards: The faculty member does not meet standards in three or more of the evaluation areas. Faculty who earn an overall

rating of Does Not Meet Standards shall develop an action plan in cooperation with their academic dean and return to annual contract or termination.

- b. Needs Improvement: The faculty member does not meet standards in one or two areas of the evaluation areas. Faculty who earn an overall rating of Needs Improvement shall develop an action plan in cooperation with their academic dean.
- c. Meets Standards: The faculty member meets or exceeds standards in all areas.
- d. Exceeds Standards: The faculty member exceeds standards in most areas.

C. Evaluation Process of Faculty on Annual Contract:

1. Faculty on annual contract will be evaluated completely once per year. A complete evaluation shall consist of a completed Faculty Goals Form, Progress on Faculty Goals Form with supporting documentation, administration of Student Perception of Instruction surveys, classroom observations, administration of a Peer Compatibility Survey, a Formal Evaluation Instrument, and an evaluation conference between the faculty member and the academic dean.
2. Faculty will complete the Faculty Goals form and indicate how they plan to meet standards for each of the evaluation areas. Faculty will submit the completed form to the academic dean by the end of the fourth week of Term 1.
3. Student Perception of Instruction surveys will be administered to all classes in both Term 1 and Term 2 and will run from the day after the withdrawal deadline to the last day of classes. Students will access the survey online according to directions that will be distributed before the evaluation period begins. Results will be given to faculty after grades are posted for the semester.
4. Faculty on annual contract will be observed in the learning environment in both Term 1 and 2 for the first three years and once per year each subsequent year. Additional observations may be conducted when deemed necessary by the academic dean.
5. The faculty member will be included on the annual Peer Compatibility survey. The Academic Dean will distribute confidential surveys to continuing-contract faculty on the appropriate campus. Faculty are asked if they would recommend the faculty member in question for continuing contract. They may answer YES, NO, or NO OPINION. If NO, a reason must be given. Recommendations are signed. Surveys are confidential and kept in the Academic Dean's office.
6. Faculty complete the Progress on Faculty Goals form and compile supporting documentation. Supporting documentation must be provided for each evaluation area to demonstrate how performance standards were met.
7. Annual contract faculty who are eligible for continuing contract will submit the Progress on Faculty Goals form along with supporting documentation to the academic dean by February 15. Faculty not eligible for continuing contract will submit to the academic dean by March 15.
8. The Academic Dean completes the Formal Evaluation Instrument, meets with the faculty member to discuss, obtains comments and signatures, and submits to the Vice President for Academic Affairs by July 1. The instrument will be forwarded for filing in the Human Resources office by July 15.

D. Evaluation Process for Faculty on Continuing Contract

1. Teaching faculty on continuing contract shall be evaluated completely once every three years. A complete evaluation shall consist of a completed Faculty Goals Form, Progress on Faculty Goals Form with supporting documentation, administration of Student Perception of Instruction surveys, a classroom observation, a Formal Evaluation Instrument, and an evaluation conference between the faculty member and the academic dean.
2. Faculty complete the Faculty Goals form and indicate how they plan to meet standards for each of the evaluation areas. Faculty submit the completed form to the academic dean by the end of the fourth week of Term 1 of year one of the 3-year cycle, the goals may be updated annually.
3. Faculty will select at least 60% of their classes to administer Student Perception of Instruction surveys to in both Term 1 and Term 2. Surveys will run from the day after the withdrawal deadline to the last day of classes. Students will access the survey online according to directions that will be distributed before the evaluation period begins. Results will be given to faculty after grades are posted for the semester.
4. Faculty on continuing contract will be observed in the learning environment once every three years. Additional observations may be conducted where deemed necessary by the academic dean.
5. Faculty will be included on the annual Peer Compatibility survey once every three years. The academic dean will distribute confidential surveys to the continuing-contract faculty on the appropriate campus. Faculty are asked if they would recommend the faculty members in question for continuing contract. They may answer YES, NO, or NO OPINION. If NO, a reason must be given. Recommendations are signed. Surveys are confidential and kept in the Academic Dean's office
6. Faculty will complete the Progress on Faculty Goals form and compile supporting documentation. Supporting documentation must be provided for each evaluation area to demonstrate how performance standards were met.
7. In years in which a faculty member does not receive a complete evaluation, the academic dean will meet with the faculty member to discuss the Progress on Goals Form. The Academic Dean completes the Summary of Conference Form and submits to the Vice President for Academic Affairs by July 1. The summary form will be forwarded for filing in the Human Resources office by July 15.
8. In years in which a faculty member receives a complete evaluation, the academic dean completes the Formal Evaluation Instrument, meets with the faculty member to discuss, obtains comments and signatures, and submits to the Vice President for Academic Affairs by July 1. The instrument will be forwarded for filing in the Human Resources office by July 15.

E. Evaluation Instruments

1. Formal Evaluation Instrument completed by the academic dean
2. Student Perception of Instruction completed by students
3. Classroom Observation Form completed by the academic dean
4. Peer Compatibility Survey completed by continuing contract faculty
5. Summary of Conference Form completed by the academic dean
6. Faculty Goals Form (annual contract) completed by the faculty member
7. Faculty Goals Form (continuing contract) completed by the faculty member

8. Progress on Faculty Goals Form completed by the faculty member

III. Procedure for Adjunct Teaching Faculty

1. Academic deans, department coordinators, and program directors are delegated to be the direct supervisors of adjunct faculty members and will provide them with teaching assignments and serve as their point of contact on all matters pertaining to employment, professional responsibilities, and working conditions. Department coordinators and program directors have primary responsibility for evaluating adjunct faculty. However, the associate dean or dean may assist or complete evaluations as deemed necessary.
2. Each adjunct faculty member will receive a written evaluation once a year via the Polk State College Formal Evaluation Instrument for Adjunct Faculty. The evaluation shall be based on Student Perception of Instruction (SPI) evaluations and other indicators including, but not limited to, student feedback, classroom observations, compliance with department and/or college policies and procedures, compatibility with the institution, and professional development activities.
 - a. For adjunct faculty, the evaluation year begins with Term 1 and ends with Term 3 of the academic year.
 - b. SPIs will be administered for all courses taught by adjunct faculty. The period for administering SPIs will run from the day after the withdrawal deadline to the last day of classes. Students will access the SPI online according to directions that will be distributed before the evaluation period begins.
 - c. Adjunct instructors who have taught fewer than six semesters at Polk State College will be observed annually in the learning environment by the department coordinator or program director using the Polk State College Adjunct Faculty Classroom Observation Form. Adjunct faculty members who have taught for six semesters or more will be observed in the learning environment a minimum of once every three years. All new adjunct faculty will be observed during their first semester. Additional observations may be conducted where deemed necessary by the appropriate supervisors.
 - d. Adjunct faculty members will complete the Adjunct Faculty Self-Evaluation Form annually. The due date for completing the self-evaluation will be communicated by the appropriate supervisor.
 - e. The department coordinator or program director will give the completed FEI, Adjunct Faculty Classroom Observation Form (if applicable), and Self-Evaluation to the associate academic dean.
 - f. The completed FEI will be forwarded for filing in the Human Resources office by the end of the academic year.

IV. Procedure for Full-time High School Faculty

1. Full-time high school faculty will be evaluated using a Personal Evaluation and Development System (PEDS) (see attachment 10)

Attachments (11):

- 1) Student Perception of Instruction
- 2) Faculty Goals Form
- 3) Formal Evaluation Instrument
- 4) Polk State College Face-to-Face Classroom Observation Form
- 5) Polk State College Faculty Online Observation Form
- 6) Progress on Faculty Goals Form
- 7) Summary of Faculty Conference Form
- 8) Adjunct Faculty Self-Evaluation
- 9) Formal Evaluation Instrument for Adjunct Teaching Faculty
- 10) Personnel Evaluation and Development System (PEDS)
- 11) Faculty Peer Compatibility Survey

History: Adopted: 6.30 8280.7, October 31, 1974
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Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
<i>Eileen Horden</i>			<i>7-7-14</i>
President's Approval			Date