

## **ARTICLE 9**

### **FACULTY EVALUATION**

#### Section 9.1 – Intent

The parties recognize the importance and value of the evaluation process for assisting the progress and success of both newly-employed and experienced faculty. The evaluation of faculty shall be the responsibility of the Administration.

A. The purpose of faculty evaluation is to promote the highest quality student instruction and faculty job performance by assuring opportunities for evaluation, self-assessment, and encouragement of continued professional growth and development. Evaluations shall not be used as a disciplinary tool.

B. The Administration shall not assign the evaluation of faculty members to Program Managers and/or department chairs who are members of the same bargaining unit.

C. If an annual administrative review is not rendered on any unit member, the unit member may, prior to March 1 of each academic year, request such a review and the Administration will comply. The review will be for the academic year and the forms and procedures followed will be those here and in the Appendix.

#### Section 9.2 – Faculty evaluations consist of the following:

- Evaluation Performance Review (to be conducted by administrative supervisor)
  - Formal observation
  - Pre-Evaluation Conference (optional for tenured faculty)
  - Written evaluation to include documentation on the formal observation and the extent to which primary and professional responsibilities are met and the Faculty Development, Self-Assessment, and Goals Setting Report
  - Post-Evaluation Conference
  - Faculty response (optional)
- Student Opinion Surveys

A. Evaluation Performance Review (to be conducted by the supervising administrator): The Faculty Evaluation Process is used for evaluation of instructional faculty, librarians, and counselors. Components include a self-appraisal, observation by the supervising administrator or designee per Article 9.1,B above, setting of future goals, strengths, weaknesses, overall rating, and summary of progress toward previous goals. All evaluations of instructional faculty shall also include student opinion surveys and shall be reviewed by the Campus Provost. Faculty evaluations shall be completed once every three years. However, an evaluation of a faculty member may be completed more often at the request of the faculty member, or following a less-than-satisfactory evaluation.

During the first semester and periodically thereafter, faculty performance is reviewed by faculty supervisors following the administrative and instructional processes as enumerated on the Faculty Evaluation of Instruction Performance Review (See Appendix **xx**).

The actual evaluation will consist of the following steps:

1. **Formal Observations:** The supervising administrator, or designee per Article 9.1,B above, for each full-time faculty member in the department may conduct one or more classroom visitations each year. The supervising administrator for each library and counselor faculty may conduct one or more visitations in the faculty member’s workplace each year. The observation should be at least one contact hour in duration. No formal observation of a faculty member shall be conducted covertly or without prior notice. Faculty teaching distance learning courses will provide the supervising administrator with “student level” access to their course(s) upon request for evaluation purposes.
  
2. **Evaluation Objectives:** Prior to the first evaluation in an academic year to non-tenured faculty members shall be apprised of the objectives, methods and materials being used in the formal observation and evaluation of the faculty member’s performance.
  
3. **Written Evaluation:** The faculty member’s supervising administrator or Provost shall formally evaluate the faculty member’s performance using the Faculty Evaluation Performance Review form.
  - a. For all non-tenured faculty members, the first evaluation of a faculty member shall occur within the first two-thirds of each term of an academic year.
  
  - b. Each non-tenured faculty member may be evaluated twice a year in each of the semesters taught on contract. The completed written evaluation must be returned to the non-tenured faculty within five (5) weeks of the observation.
  
  - c. Supervising administrators and the faculty member will determine, by mutual agreement, the annual goals of non-tenured faculty.
  
  - d. For tenured faculty, a formal evaluation will take place at least once every three (3) years during a major term or during the Summer Term if on full-time status. The completed written evaluation will be returned to the faculty member within five (5) weeks of the observation.
  
  - e. The faculty member’s performance will be considered “Satisfactory” for that evaluation period if the supervising administrator elects not to evaluate a faculty member as required by this contract.

f. The overall evaluation process shall result in an evaluation as either “Unsatisfactory”, “Acceptable but needs improvement”, “Satisfactory”, or “Outstanding”.

4. Post-Evaluation Conference: The faculty member’s supervising administrator will provide the faculty member with a copy of the completed Faculty Evaluation Performance Review form and shall meet with the faculty member at a post-evaluation conference. The conference will include a discussion about goals and self-assessment, which will be added to the Faculty Development, Self-Assessment, and Goal Setting Report (included in the evaluation form). The Faculty Evaluation Performance Review form and any addenda shall be signed by both the faculty member and his/her supervising administrator. The faculty member’s signature shall not necessarily mean agreement with the evaluation, but awareness of the content of the Faculty Evaluation Performance Review form.

A faculty member shall have the right to have a Union representative present at the post-evaluation conference or when the faculty member is being placed on formal notice of deficiencies in his professional performance.

5. Faculty Response: A faculty member who considers the Faculty Evaluation Performance Review form to be incomplete, inaccurate, unjust, or based on factual errors shall have the right to respond as appropriate.

a. Written Response: The faculty member may attach a written response to the Faculty Evaluation Performance Review form within eight (8) working days of the Post-Evaluation Conference. The faculty member’s supervising administrator shall sign the faculty member’s written response to his Faculty Evaluation Performance Review form, which shall indicate awareness of the contents of the faculty member’s written response. The Administration shall take no action against a faculty member for including a written response to the evaluation, or filing a grievance or complaint of a contract violation in the evaluation process.

b. Appeal of an Evaluation: A faculty member who receives less than a “Satisfactory” evaluation and disagrees with the factual contents of the Faculty Evaluation Performance Review form, or, who claims the Administrator failed to follow evaluation procedures, shall have the right to file a grievance as outlined in Article 16 of this Agreement. If the grievance relates to the factual content of the evaluation, the administration shall demonstrate that the factual content of the evaluation is correct. Such a grievance shall not be arbitrable.

B. Student Opinion Surveys: Students shall complete a student opinion survey questionnaire for instructional faculty members each fall and spring term on the Student Opinion Survey of Full-Time Faculty (See Appendix **XX**), or on any mutually agreed upon replacement questionnaire, at approximately the midpoint of two of the courses taught during the semester.

1. Student opinion surveys shall be completed in at least two sections per term. The instructor may choose one of the sections to conduct the survey. If the faculty member is teaching lecture, laboratory, clinical, or distance learning courses, one of the evaluated courses should be didactic and the other should be either laboratory, clinical, or distance learning.

2. Student surveys should be scheduled for approximately two-thirds to three-fourths of the way through the term.

3. Where feasible, a faculty member other than the course instructor will administer the student surveys of instruction, and the course instructor will not be present during the process. This will be considered a normal faculty duty. The faculty member administering the surveys will remain in the classroom during the process, designate a student to collect the completed surveys, seal them in an envelope, and deliver them to the immediate supervisor's office.

4. The supervising administrator and the faculty member may mutually agree to forego the student surveys in any given semester. The decision will be made not later than the mid-point of the term.

5. This questionnaire is to be utilized by the faculty member for improvements in his performance and in the course. The supervising administrator may elect to review and discuss recent student surveys with the faculty member. The Student Opinion Survey will be returned to the faculty member after grades are submitted, and no copies will be filed in the faculty member's personnel file, except that copies of the student surveys will be retained for non-tenured faculty members for use in the tenure process. Upon completion of the tenure process, the surveys will be removed and returned to the faculty member.

6. Results of the student surveys may be used by the faculty member's supervising administrator in conducting and preparing the Instructional Faculty Evaluation Performance Review (Appendix B). Items 1 through 16, or any mutually agreed upon revisions of these items, will be considered on the Student Opinion Survey Form currently in use. If a trend in responses suggests a less than "Satisfactory" performance, the supervising administrator conducting the faculty member's evaluation may use such responses under "Other supervising administrator comments" in the evaluation. The supervising administrator may also write positive comments on the Faculty Evaluation Performance Review in the "Other supervising administrator comments" section based on student evaluations.

7. Instructional faculty teaching distance learning courses will be surveyed by students through an online survey instrument. The process used to administer the online survey, gather data, and retain evaluation feedback will follow the same guidelines as set forth in the preceding paragraph. Students will be provided a secure Web-based interface in which to complete an surveys anonymously and without replication. This interface will be accessible only to students enrolled in the course at the time of the survey. Faculty

will be provided with a report summarizing student responses and feedback for the selected course section(s).

C. Deficiencies: Where appropriate, the Administration will identify any deficiencies and provide suggestions, professional development opportunities, or otherwise assist the faculty member with any necessary correction or remediation. A second or third evaluation of a faculty member will be at the discretion of the faculty member’s supervising administrator or at the request of the faculty member and in accordance with the requirements outlined in this Article.

D. In completing the appropriate Faculty Evaluation Performance Review form, the faculty member’s supervising administrator shall complete the appropriate sections of the form to ensure the following

1. The notification of the faculty member if deficiencies exist that require correction,
2. An explanation of any deficiencies as noted and the expected improvement,
3. If deficiencies are noted, the assistance that the Administration will provide to enable the faculty member to improve performance, and
4. The timeframe established to demonstrate improvements.

**Section 9.3 – Evaluation of Department Chairs and Program Managers,**

A. Department Chairs and Program Managers shall be evaluated annually by both the full-time faculty in the department and the supervising administrator in their role as Department Chair or Program Manager. The purpose of the review is to strengthen the department, assess performance and suggest new strategies for department development.

1. The faculty will use the Faculty Department Chair Evaluation Form in the Appendix and will be focused on teamwork and collegiality.
2. In those programs that have only one full-time faculty member, program adjunct faculty members and the other chairs and/or managers under the supervising administrator may perform the faculty evaluation portion using the same Faculty Department Chair Evaluation Form in the Appendix.
3. Provost evaluation of the Department Chair will be based on goal achievement, performance of duties and participation in department and Campus meetings.

Tentative Agreement Date: June 10, 2009  
For BCC-BOT:

For UFF-BCC:

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Date

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Date