ARTICLE 9

FACULTY EVALUATION AND DEVELOPMENT

9.1 – Performance Evaluation of Faculty

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. 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. 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.

A. Overview

Faculty evaluations consist of the following:

Evaluation Performance Review (to be conducted by supervising Dean)

- Formal observations
- 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.
- Faculty response (optional)

Student Evaluations

B. Evaluation Performance Review (to be conducted by the supervising Dean)

1. Formal Observations

The supervising Dean for each full-time faculty member in the department may conduct one or more unannounced classroom visitations each year. The supervising Dean for each library and counselor faculty may conduct one or more unannounced 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. Faculty teaching distance learning courses will provide the dean with “student level” access to their course(s) upon request for evaluation purposes.

2. Pre-Evaluation Conference

The non-tenured faculty member, and upon request, the tenured faculty member, will meet at a pre-evaluation conference with his/her