

Faculty Evaluations

Purpose

The primary purpose of the faculty evaluation process at CCCC is to maintain a high quality educational program. The evaluation process focuses on the professional growth and development of each faculty member as an individual in relationship to the position description, institution and divisional goals and priorities.

Evaluation is a continuous process and is to be conducted in an atmosphere of open and honest communication between each faculty member and his/her supervisor. Each faculty member is responsible for providing his/her supervisor with evidence of professional accomplishments during the year and likewise each supervisor is responsible for assessing those accomplishments and for ensuring that personal, divisional and institutional goals and objectives are addressed. If conducted in an atmosphere of mutual trust and respect, the evaluation process should be a growth experience for all college faculty members. Additionally, the evaluation process is one of the tools used in the determination of contractual status, including renewal/non-renewal, termination and the awarding of multi-year contracts.

Evaluation forms are available in the Office of Research and Institutional Effectiveness.

Full-Time Teaching Faculty Evaluations

Components

Student Surveys of Instruction

The Student Survey of Instruction is administered in each class during the Fall and Spring semesters. Faculty members have access to the results of the survey and to raw survey data after having submitted grades to the registrar at the end of the semester. Individual faculty members and division deans review this information during the annual faculty performance evaluations.

Class Visit Evaluation

At least once during the duration of each annual contract period or twice during each multi-year contract period, the division dean will visit classes taught by each full-time faculty member. Either the dean or the faculty member may request additional class visits but both must agree on the specific time and place of the visit prior to the actual date of the visit. The dean will document each visit on the class evaluation form, using the criteria on the form. Results are reviewed by the dean with the faculty member.

Self Evaluation

To be considered for a multi-year contract, each faculty member must complete a self-evaluation, using the form specified by the Council on Excellence. The criteria for this evaluation and the criteria listed on the annual faculty performance evaluation are identical.

Faculty must include a copy of this self-evaluation in the packet of materials reviewed by the Council on Excellence.

Faculty Performance Appraisal

Deans evaluate full-time faculty members annually, according to the criteria set forth on the faculty performance appraisal form. The annual deadline for completing this evaluation for the prior academic year is August 31. All assessment components from the immediately preceding academic year will be considered. The dean and faculty members will review the performance evaluation and all supporting documentation together and, if necessary, will develop an “action plan” for future improvement.

Probationary Evaluation

A full-time faculty member in the first ninety (90) days of employment with CCCC is considered to be probationary and will be evaluated by the dean at least thirty (30) days before the end of the probationary period.

Action Plan

A faculty member and the appropriate division dean will agree to an action plan each time faculty performance is marked “unsatisfactory” on a faculty performance evaluation. The purpose of this plan is to help faculty reach a performance level that “meets standards for excellence” in all performance criteria. During the implementation of the plan, the faculty member and dean will review the plan quarterly and the dean will document faculty progress. Finally, the faculty member and the dean will discuss the results of the plan during their scheduled faculty performance evaluation at the end of the year.

Documentation

The dean will forward the completed action plan, class visitation form, self-evaluation, and faculty performance evaluation to Human Resources for inclusion in each faculty member’s file. These records are maintained for three academic years following the awarding or not awarding of a multi-year contract, in accordance with the CCCC records retention schedule.

The Student Surveys of Instruction forms are maintained by Human Resources in active storage for one year (two long semesters) and then the records are transferred to archival storage for an additional two years (four long semesters).

Associate Faculty Evaluations

An important element of the instructional program at CCCC is the associate faculty. In a continual effort to improve the quality of the instructional process, all associate faculty are evaluated on an annual basis. Associate faculty members are employed on a semester-to-semester basis, as need dictates, and renewal of that employment is based in part on the overall evaluation received the previous academic year.

Components

Student Survey of Instruction

The Student Survey of Instruction is administered to all class sections during the Fall and Spring semesters. The raw data from these surveys is available to the associate faculty member and his/her dean and/or department chair at the end of each semester and can be discussed at a performance review session.

Class Visit

At least once during each academic year, the dean, department chair or designee conducts a class visit of the associate faculty member. At the conclusion of the class visit, the individual who conducted the class visit completes a class visitation form and the observations are discussed at a performance review meeting with the associate faculty member.

After an associate faculty member has completed six (6) long semesters of employment (not necessarily consecutive semesters), he/she may be evaluated through the class visit process only once every two (2) years. The frequency of class visits is at the discretion of the dean and/or department chair.