

DIN: 3050-2-01
Name of Process: Faculty Evaluation Process

Purpose

To ensure consistence administration of the Faculty Evaluation Process.

BASIC GUIDELINES

- Faculty assessment and evaluation is intended to provide a two-way communications process between instructors and their supervisors to ultimately improve instruction and learning.
- The faculty assessment and evaluation process should be a communication tool for formative and summative purposes between administration and the instructor.
- Formalized, written student evaluations will be used throughout the assessment and evaluation process.
- No faculty member will be formally assessed or evaluated by a fellow instructor.
- Instructors may be observed by another instructor for the purpose of collegial feedback if requested by that instructor.
- Academic affairs administrators will perform faculty assessments/observations.
- Observations will be conducted in a classroom/lab environment, concentrating on the performance of teaching and classroom management skills.
- Counselors, librarians and any other non-instructional MSCF members will be evaluated using a separate assessment document. In any event, any assessment and evaluation document/process used is intended to improve the employee's performance.
- The faculty evaluation program at NTC will include the following components:
 1. observations by academic affairs administrators
 2. conference between faculty and their supervisor to review self-assessments, professional development plans, observation information and program/student academic achievement results
 3. review of Course Surveys

Probationary Instructors

1. The academic affairs administrators will conduct a minimum of one (1) formal per year and (1) informal classroom observation for probationary instructors each year of their probationary status (first three (3) years of employment for full-time instructors).
2. Observations may be scheduled with the instructor prior to the observation. All observation materials will be available on the campus for pre-observation review by the faculty member.
3. Whenever possible, a face-to-face conference will be held between the instructor and the administrator within two (2) weeks after the observation to identify strengths and areas that might be improved.
4. Course Surveys must be administered in each course taught by the probationary instructor each semester of the probationary period. Actual feedback from the surveys and summative data will become part of the instructor's assessment and evaluation process and will be reviewed by the academic affairs administrator assigned to assess the instructor.
5. Faculty will do a self-assessment prior to each formal administrative observation.

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6. Faculty and their academic affairs administrator will write a professional development plan during the first semester and will review at end of each academic year.

Adjunct Instructors

1. Course Surveys must be administered in each course taught by the adjunct instructor by midterm of each semester that they are hired to teach.
2. Data from the assessments will be used to determine if the adjunct faculty will be re-hired for subsequent semesters.
3. At least one (1) informal observation completed the first semester hired.

Non-Probationary Instructors

1. Non-probationary instructors will be assessed on a three (3) year rotating cycle.
2. Academic affairs administrators will conduct a minimum of one (1) formal classroom observation for non-probationary instructors during the year that they are being assessed. More than one observation per year could be conducted. Observations could be conducted during non-assessment years as well.
3. Observations may be scheduled with the instructor prior to the observation. All observation materials will be available on the campus.
4. Course Surveys must be administered in one course taught by the non-probationary instructor each semester. Actual feedback from the surveys and summative data will become part of the instructor’s assessment and evaluation process and will be reviewed by the academic affairs administrator assigned to assess the instructor.
5. Faculty will do a self-assessment prior to the administrative formal observation.
6. Faculty will write a professional development plan and update their progress each year. Faculty and their dean will review the plan and progress toward goals at the three (3) year review.
7. Copies of the professional development plan, self-assessment, and signed observation summary will be kept in the official HR file.

Process

There are two types of observations- formal and informal. The process for each is outlined below.

Formal observation:

Stage	Who	Description
1	Faculty	The start of the process is completion of the pre-appraisal form and the syllabus checklist. Submit these, in electronic form, to the academic administrator at least one day prior to the pre-observation meeting which is Step 2
2	Faculty and Academic Administrator	A pre-observation meeting is held with the academic administrator and faculty member to review the pre-appraisal form and syllabus checklist.

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3	Academic Administrator	The observation is conducted, and the formal observation form is completed by the academic administrator.
4	Academic Administrator	The form is provided to the faculty member after the observation is completed. The feedback is provided in the comments for each item as well in the summary comments.
5	Faculty and Academic Administrator	A post-observation meeting is held to review the observation form. The feedback on the formal observation form and from the post-observation meeting are used by the faculty member for reflection. Growth is sought through reflection by the faculty member after the post-observation meeting.
6	Faculty and Academic Administrator	After the post-observation meeting the faculty member provides the faculty reflection statement on the formal observation form. The final document is then submitted electronically, within five days, to the academic administrator.

Informal observation:

Stage	Who	Description
1	Academic Administrator	The academic administrator observes in a brief, general observation. A time can be recommended by the faculty member, or this may be scheduled ahead of time, or may be a simple drop in time.
2	Academic Administrator	The informal observation is completed by the academic administrator.
3	Academic Administrator	The form is provided to the faculty member after the observation is completed. The feedback is provided in the comments.
4	Faculty and Academic Administrator	A post-observation meeting is held to review the observation form. The feedback on the informal observation form and from the post-observation meeting are used by the faculty member for reflection. Growth is sought through reflection by the faculty member after the post-observation meeting.
5	Faculty and Academic Administrator	After the post-observation meeting the faculty member provides the faculty reflection statement on the informal observation form. The final document is then submitted electronically, within five days, to the academic administrator.

Supporting references

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Listed below are college documents that support this process:

- 3050-4-01 Pre-Appraisal Form
- 3050-4-02 Syllabus Checklist
- 3050-4-03 Formal Observation Form
- 3050-4-04 Informal Observation Form
- 3050-4-05 Self-Performance Evaluation Form

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