

Appendix A: Faculty Evaluation Procedures, Components, and Cycles

I. Faculty Evaluation Process

The faculty evaluation process consists of completing a portfolio as described below. Some courses and programs use nontraditional teaching methods and/or consist of labs, clinicals, etc., which may require other assessments in addition to or in place of the faculty evaluation items described in this policy. These alternative strategies shall be allowed with prior approval of the Vice President of Learning (VPL).

When the Portfolio is complete and all signatures are in place the supervisor shall provide the individual instructor with a copy. The original portfolio will be forwarded to the VPL for review. After review, the VPL will send all portfolios to the Office of Human Resources where they will become a part of the faculty member's personnel file.

A. Faculty Portfolio Requirements for Full-Time (FT) and Part-time (PT)

Portfolio Components	Required of:	Description of component
Student Evaluations Summary	FT and PT faculty	Student evaluations shall be conducted near the end of each semester. Evaluation summaries from the past year shall be included in the portfolio as supporting evidence of faculty performance.
Faculty Evaluation Form –	FT and PT faculty	This form shall be prepared by the faculty member and include all sections including Excellence in Teaching Themes, Professional Development, and Summary sections. The faculty evaluation form is then reviewed by the appropriate supervisor who evaluates and may add feedback or other suggestions for improvement in each area; and utilizes evidence from all the portfolio sources to determine the supervisor's performance appraisal summary.
Curriculum Vitae (CV)	FT Faculty only	An updated CV that provides clear documentation of the education and experience which qualifies the faculty member to teach in his or her field of study shall be provided in the portfolio. This shall be included in the portfolio if it has changed or been updated.
Professional Development Activities	FT Faculty	Faculty shall complete a minimum of ten hours of Professional Development each academic year which shall be directly related to one of the five themes. Professional Development related to Themes 2, 3, and/or 4 shall all be done each year. These activities shall be included in the portfolio.

Portfolio Components	Required of:	Description of component
Colleague Observation Form	FT and PT faculty	<p>Faculty members shall be observed in the classroom/lab/clinical setting on a rotational basis by a colleague or supervisor. The department chair or program supervisor shall schedule all faculty observation activities for his/her department, and may elect to have a faculty member observed more than once in a year.</p> <p>The observer will complete either the face to face or online version of the Colleague Observation form and discuss the findings with the observed faculty member. A faculty member may elect to have more than one observation each year.</p>
Administrative and Organizational Skills Form	FT and PT faculty if in a supervisory role	Completed for faculty who also perform additional supervisory or program leadership activities (program coordinators, department chairs, etc.). Completed by the supervisor and added to the portfolio.

II. Faculty Colleague Observation Cycle

Faculty Category	Observation Cycle
Full-time Faculty	Once each semester for the first year Once a year for the second and third years Then once every other year.
Part-time Faculty	Once each semester for the first year Once a year for the second and third years Then once every other year.