



HLC Accreditation Evidence

- **Procedure 2481 - Faculty Evaluation Process**

URL:

https://docs.bartonccc.edu/procedures/2481-faculty_eval_process.pdf

Office of Origin:

- Vice President of Instruction

Contact(s):

- Vice President of Instruction

2481 – Faculty Evaluation Process

Barton Community College recognizes the importance of faculty evaluations to ensure the quality of education and uniformity across the instructional system. An evaluation is an opportunity for continuous learning and improvement.

Full-Time Faculty and Regular Part-Time Faculty

Evaluation Schedule

- 1st & 2nd year faculty - one classroom visit per semester; formal evaluation in the spring semester; recommendation form in the spring semester.
- 3rd & 4th year faculty - classroom visit and evaluation in the spring semester; recommendation form for 3rd year faculty in the spring semester.
- 5th year (and beyond) faculty - evaluated a minimum of every three years; classroom visit and evaluation due in the spring semester.
- A supervisor may evaluate a faculty member anytime at their discretion.

Evaluation Completion

- The faculty self-appraisal and supervisor review provides opportunity for ranking and comment. It is expected that the faculty member and the supervisor will include comment throughout the evaluation.
- The evaluation system provides the opportunity for the faculty member to establish goals and for the supervisor to provide comment specific to the goals.
- In the event a faculty member's performance is exhibiting concern, the supervisor may implement a Performance Improvement Plan.

Performance Improvement Plan

- The purpose of placing an employee on a Performance Improvement Plan is to create awareness of the concern, formalize actions to correct the problem, establish expectations to prevent recurrence, and prepare the employee for satisfactory service.
- Once a supervisor has prepared a Performance Improvement Plan, the Plan must be sent up the chain-of-command including instructional leadership and Human Resources for approval before being presented to the employee.
- After receiving approval, and presenting the Plan to the employee, a copy of the Plan must be sent to the Office of Human Resources for inclusion into the employee's personnel file.
- At the conclusion of the Plan, the original form must be sent to the Office of Human Resources for inclusion into the employee's personnel file.

Evaluation Meeting

After completing the faculty member's self-appraisal and supervisor review, the evaluation is forwarded to the respective faculty member's chain-of-command for review and comments. Once completed, the supervisor will host an in person or virtual meeting with the faculty

member to review the results of the Faculty Evaluation Form, Classroom Visitation Form, and if applicable, the Performance Improvement Plan. Faculty members have the right to disagree with the results of the evaluation and if applicable, the implementation of a Performance Improvement Plan. All college employees have the option of utilizing college procedure #2452 Problem Resolution (Employees) to advance continued concerns.

Adjunct Faculty Evaluation Process – (All Delivery Formats)

- New adjunct faculty members are evaluated with their first and second teaching assignments not occurring within the same term. Upon satisfactory completion of the first two teaching assignments, adjunct faculty are evaluated every two years with the exception of CEP adjunct faculty members who are evaluated annually.
- Adjuncts who receive a non-satisfactory evaluation may be evaluated again to determine continued teaching assignments or they may not receive further teaching assignments.
- A supervisor may evaluate a faculty member anytime at their discretion.
- Supervisor completes the evaluation in conjunction with classroom visit and/or review of online course.
- Supervisor reviews evaluation with adjunct faculty member (in person or via distance connection)
- The evaluation is shared with the adjunct faculty member's chain-of-command for review and comments.

Contact(s): Vice President of Instruction

Related Form(s):

References: Kansas Statutes 71-215; 71-216; 71-217; and 71-218

Relevant Policy or Procedure(s): [Policy 1465-Performance Evaluation](#)

Approved by: President

Date: 2/22/16

Revision(s): 5/25/17 (minor revision), 4/19/22;