

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 coursework](#). This is a crucial part of our accreditation process. An evaluation is an [opportunity for continuous learning and improvement](#). ~~learning tool and contributes to continuous improvement.~~

Full-Time Faculty and Regular Part-Time Faculty

Evaluation ProcessEvaluation Schedule

Evaluation of faculty occurs in accordance with the following 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.](#)
- ~~1. A faculty member in the first two consecutive school years of employment shall be evaluated by their supervisor at least one time each academic term.~~
 - ~~2. During the third and fourth years of employment, a faculty member shall be evaluated at least one time each academic year.~~
 - ~~3. After the fourth year of employment, a faculty member shall be evaluated at least once in every three academic years.~~
 - ~~4. Additionally, a supervisor may evaluate a faculty member anytime at their discretion.~~

Evaluation Documents

The evaluation process utilizes several forms:

- [Instructional Faculty Evaluation Form](#) - completed as a self-evaluation by the instructor, and by the supervisor
- [Classroom Visitation Form](#) - completed by the supervisor
- [Faculty Recommendation Form](#) - completed by the supervisor

Evaluation Completion Scoring

- [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.](#)
- ~~• If the supervisor gives the faculty member a score of 3 (exceeds expectations) 5 (consistently exceeds the standard) in any of the categories on the Instructional Faculty Evaluation Form, the supervisor must include comments documenting how~~

- ~~the faculty member exceeded expectations in this category.~~
 - ~~If the supervisor gives the faculty member a score of 1 (needs improvement-considerable improvement; routinely fails to meet the standard) in any of the categories on the Instructional Faculty Evaluation Form or documents any concerns on the Classroom Visitation Form, the supervisor may place the faculty member onto a Performance Improvement Plan.~~

Performance Improvement Plan

- The primary 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 chain-of-command 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 sit down face-to-face with the faculty member to review go over the results of the Instructional Faculty Evaluation Form, Classroom Visitation Form, and if applicable, the Performance Improvement Plan. All three forms should be signed by both the supervisor and the faculty member. If the faculty member refuses to sign one or more of these forms, the supervisor needs to write "Faculty Member refuses to sign this form" in place of the faculty member's signature. Original evaluation forms will be submitted to the Administrative Assistant to the Vice President of Instruction for logging. The original forms will then be forwarded to the Office of Human Resources.~~

Adjunct Faculty Evaluation Process – (All Delivery Formats)

- New adjunct faculty members are evaluated with their first and second teaching assignments. 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 are evaluated again with their next teaching assignment.
- A supervisor may evaluate a faculty member anytime at their discretion.
- ~~New adjuncts will be evaluated during the first teaching assignment and every two years thereafter or as deemed necessary by the supervisor, while meeting or exceeding expectations.~~
 - Supervisor completes the evaluation in conjunction with classroom visit and/or review of online course.

- Supervisor includes student evaluations (average score) and summary of student comments.
- Supervisor reviews evaluation with ~~associate~~ adjunct faculty member (in person or via distance connection)
- ~~Signed evaluation is submitted to respective Dean for review and signature unless the Dean is serving as the evaluator~~
- ~~Original evaluation forms will be submitted to the Administrative Assistant to the Vice President of Instruction for logging. The original forms will then be forwarded to the Office of Human Resources.~~
- The evaluation is shared with the adjunct faculty member's chain-of-command for review and comments.

If adjunct falls below expectations, the evaluator is expected to discuss concerns and provide guidance for improvement strategies. This will be documented in the ~~summary area~~ on the evaluation form. Another evaluation will take place with the next teaching assignment. An adjunct faculty member who has two evaluations that fall below expectations and who are not demonstrating improvement may be eliminated from the teaching pool.

Evaluation Documents

Based on the mode of delivery, the following forms will be utilized:

- ~~Online Adjunct Faculty Evaluation~~
- ~~Adjunct Faculty Evaluation (F2F/Hybrid)~~
- ~~Classroom Visitation Form (F2F/Hybrid)~~
- ~~Classroom Visitation Form (Online)~~

Specific details relating to the Evaluation Process can be found by [clicking here](#).

Contact(s): Vice President of Instruction

Related Form(s): ~~Instructional Faculty Evaluation Form~~
[Classroom Visitation Form](#)
[Faculty Recommendation Form Online](#)
[Adjunct Faculty Evaluation](#)
[Adjunct Faculty Evaluation \(F2F/Hybrid\)](#)
[Classroom Visitation Form \(F2F/Hybrid\)](#)
[Classroom Visitation Form \(Online\)](#)
[Performance Improvement Plan](#)
[Performance Improvement Plan Sample](#)

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

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