

## 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 Process Schedule and Evaluation**

##### **Process Schedule**

- Non-eligible faculty evaluated a minimum of one time per year (as per hiring timeline)
- 1<sup>st</sup> & 2<sup>nd</sup> year faculty - ~~one~~ classroom visits per semester (fall and spring); formal evaluation in the spring semester; recommendation form in the spring semester
- 3<sup>rd</sup> & 4<sup>th</sup> year faculty - classroom visit and evaluation in the spring semester; recommendation form for 3<sup>rd</sup> year faculty in the spring semester
- 5<sup>th</sup> year (and beyond) faculty - evaluated a minimum of every three years; classroom visit and evaluation due in the spring semester
- New adjunct faculty members are evaluated with their first and second teaching assignments.
- Continuing adjunct faculty members are evaluated every two years with a satisfactory evaluation; adjuncts with a non-satisfactory evaluation are evaluated again with their next teaching assignment.
- Full-time staff with teaching assignments are evaluated as adjunct faculty.
- A Dean and/or the Vice-President of Instruction ~~supervisor~~ may request ~~evaluate~~ a faculty member ~~evaluation~~ anytime at their discretion.
- ~~• Full-time faculty are evaluated by their assigned supervisor with reviews of the evaluation conducted by additional supervisors/administrators as per the organizational chart.~~
- ~~• Adjuncts are evaluated by their assigned supervisor with reviews of the evaluation conducted by additional supervisors/administrators as per the area's organization chart.
  - ~~○ Adjuncts assigned to multiple supervisors are not subject to duplicate evaluations during the review period unless performance issues dictate multiple reviews and/or an additional review within the two-year evaluation period.~~
  - ~~○ Supervisors who assign coursework to the same adjunct faculty member should discuss an evaluation rotation schedule and report it to the Vice-President's Administrative Assistant for recording purposes.~~~~
- ~~• Evaluators should evaluate a variety of course assignments and/or venues to ensure a holistic review of the faculty member's performance.~~

##### **Evaluation Completion**

- Full-time faculty are evaluated by their assigned supervisor with reviews of the evaluation conducted by additional supervisors/administrators as per the organizational chart.
  - It is expected that the full-time faculty member's self-appraisal and the supervisor's evaluation will include ratings and comments throughout the evaluation.
  - The evaluation system provides the opportunity for the full-time faculty member to establish goals and for the supervisor to provide comment specific

to the goals.

- Adjuncts are evaluated by their assigned supervisor with reviews of the evaluation conducted by additional supervisors/administrators as per the area's organization chart.
  - Adjuncts assigned to multiple supervisors are not subject to duplicate evaluations during the review period unless performance issues dictate multiple reviews and/or an additional review within the two-year evaluation period.
  - Supervisors who assign coursework to the same adjunct faculty member should discuss an evaluation rotation schedule and report it to the Vice-President's Administrative Assistant for recording purposes.
- Evaluators should evaluate a variety of course assignments and/or venues to ensure a holistic review of the faculty member's performance.
- Student feedback evaluations are administered with each assigned class; student feedback received during the evaluation period should be included in the faculty member's evaluation.
- In the event a faculty member's performance is exhibiting concern and requiring improvement, 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~~ prevent reoccurrence, and ~~return~~ prepare the employee to for satisfactory performance service.
- Once a supervisor has prepared a Performance Improvement Plan, the Plan must be reviewed and approved by applicable leadership noted on the organization chart and sent up the chain of command including instructional leadership and the Office of 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 leadership noted on the organization chart ~~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 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 includes student evaluations (average score) and summary of student comments.~~
- ~~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.~~

~~If the adjunct faculty member 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 is demonstrating improvement may be eliminated from the teaching pool.~~

**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

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