2481 – Faculty Evaluation Process

Barton Community College recognizes the importance of evaluations to ensure the quality of education and uniformity across coursework. This is a crucial part of our accreditation process. An evaluation is a learning tool and contributes to continuous improvement.

Full-Time Faculty and Regular Part-Time Faculty Evaluation Process

Evaluation Schedule

Evaluation of faculty occurs in accordance with the following schedule:

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 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 Scoring

- If the supervisor gives the faculty member a score of 3 (exceeds expectations) in any of the categories on the Instructional 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) in any of the categories on the Instructional 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 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

The supervisor will sit down face-to-face with the faculty member to go over the results of the Instructional 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)

1. New adjuncts will be evaluated during the first teaching assignment and every two years or as deemed necessary by the supervisor, while meeting or exceeding expectations.
2. Supervisor completes evaluation in conjunction with classroom visit and/or review of online course
3. Supervisor includes student evaluations (average score) and summary of student comments
4. Supervisor reviews evaluation with associate faculty member (in person or via distance connection)
5. Signed evaluation is submitted to respective Dean for review and signature unless the Dean is serving as the evaluator
6. 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.

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)

Specific details relating to the Evaluation Process can be found at http://internal.bartonccc.edu/vp/faculty-resources.html

Contact(s): Vice President of Instruction

Related Form(s): Instructional Evaluation Form
Classroom Visitation Form
Faculty Recommendation Form
Online Adjunct Faculty Evaluation
Adjunct Faculty Evaluation (F2F/Hybrid)
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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