CP 2-13: Faculty Evaluation

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COLLEGE POLICY: CP 2-13
APPROVED: September 24, 2001
EFFECTIVE: September 24, 2001
REVISED: November 9, 2020
REFERENCES: BP 2-13

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The College shall develop evaluation tools to evaluate non-tenured faculty annually. The College administration will have access to all primary evaluation data. The areas in which data to evaluate DCC faculty are collected will include, but not be limited to, the following:

1. knowledge of subject matter,
2. professional growth,
3. methods of instruction,
4. acceptance of responsibility,
5. effectiveness of communication,
6. effectiveness of instruction, and
7. professional conduct.

Operating Procedure Details:

The evaluation process will involve classroom observation by an administrator, self-appraisal, and student feedback. The direct supervisor will conduct an evaluation conference with the faculty member once all data are collected. Where areas for improvement are identified, the direct supervisor will work with the faculty member to develop and implement a plan to address identified areas of concern. The evaluation conference will result in documentation of the direct supervisor's feedback and a plan for improvement if necessary. All documentation will be filed in the HR Office.

If concerns emerge between regularly scheduled evaluations, the direct supervisor will (a) document the concerns, (b) conduct a thorough investigation, (c) meet with the faculty member to discuss the findings of his or her investigation, and (d) develop a plan to redress the concerns.

Data Sources for Faculty Evaluation Knowledge of subject area
Description**:** Understands subject matter and specialty and maintains awareness of current trends in subject matter area and methods of instruction. Can accurately address both the depth and breadth of the subject matter area and can relate the subject matter to other academic and vocational areas.

Evaluation Criteria: Evaluation of this domain will include, but may not be limited to, consideration of the results of classroom observation; student feedback; strength and appropriateness of degrees and credentials; and participation in academic programs leading to improved academic qualifications.

Professional growth
Description:
Demonstrates awareness of own professional strengths and weaknesses and has willingness to address areas of weakness. Maintains contact with other professionals in the field and attempts to keep abreast of new techniques and concepts in the field through individual study, workshops, and other means of professional development. Attempts to improve methods and effectiveness of instruction.

Evaluation Criteria:
Evaluation of this domain will include, but may not be limited to, consideration of the results of instructor self-appraisal; participation in professional societies through membership, holding offices, and involvement in society activities; participation in workshops, seminars, visits to other programs or comparable activities; and participation in instructional development activities both individual and instructional.

Methods of instruction
Description:
Class presentations are organized, clear, logical, and in accordance with course objectives and student needs. Major points are emphasized and summarized and student feedback is solicited and addressed. Accepts student viewpoints and reacts in a positive manner when classroom presentations have confused them. Treats students fairly and in a respectful and emphatic manner.

Evaluation Criteria:
Evaluation of this domain will include, but may not be limited to, consideration of the results of classroom observations; student evaluation of instruction; effectiveness in presenting materials as indicated by student evaluation responses; appropriateness of class assignments as shown by faculty and syllabus review; and instructional techniques as indicated in the syllabus.

Acceptance of responsibility
Description:
Demonstrates responsibility by meeting as scheduled with classes, advising students, maintaining assigned equipment and classrooms, assisting in class and schedule development. Attends and participates in meetings and in-service training and regularly completes activities to ensure academic integrity of classes taught and the institution as a whole.

Evaluation Criteria:
Evaluation of this domain will include, but may not be limited to, consideration of the faculty member's work record as indicated by the Department Chairman's evaluation; maintaining posted office hours; consistency in meeting classes; performance of other routine tasks; as well as committee service as indicated by the Chairman's evaluation, committee records, student feedback on advising effectiveness, and other general observations.

Effectiveness of communication
Description:
Maintains open and honest communication with students, faculty, and administration. Directly communicates concerns, criticisms, and suggestions to those involved and does so in a respectful manner. Is available and listens when approached by students, faculty, or administration and generally is viewed as approachable, fair, and reasonable. Coordinates activities of own specialty area and curriculum with others where needed and cooperated with others when necessary.

Evaluation Criteria:
Evaluation of this domain will include, but may not be limited to, consideration of the results of student evaluation of instruction and advising; general observation of the faculty member; and feedback from the Department Chairman regarding this domain.

Effectiveness of instruction
Description:
Attempts to stimulate student interest, enthusiasm, and motivation. Maintains effective classroom environment for learning by encouraging student involvement, self-direction, responsibility, and mutual respect. Students perceive instructor as available, approachable, fair and concerned. Evaluative procedures are valid and reliable and reflect student achievement of instructional goals.

Evaluation Criteria:
Evaluation of this domain will include, but may not be limited to, consideration of the results of classroom observation; adequacy of the course content as measured by the syllabus, course materials, and course objectives; adequacy of testing as indicated by the syllabus, course materials, and comments of students; grade distribution; student satisfaction as indicated by the student evaluation of instruction; student learning gains as shown by faculty and student evaluation responses; and effectiveness in presenting materials as indicated by the student evaluation responses. Professional conduct Description: Maintains and cultivates effective working relationships with faculty and administration by working within framework of institutional policies, guidelines, and procedures and functioning as an active and participative team member. Maintains involvement in professionally related community activities and national/state organizations. Demonstrates self-control and participates in and accepts cooperatively planned change. Evaluation Criteria: Evaluation of this domain will include, but may not be limited to, work record as indicated by the Chairman's evaluation; maintaining posted office hours; consistency in meeting classes and performance of other routine tasks; committee service; strength of the instructional program within which the faculty member is a participant as indicated by enrollment patterns, improvements in curricula, student success, or other evidence of strength; contribution of the faculty member to the general college program and professional service (e.g., self-motivation, development of courses, etc.); strength and appropriateness of degrees and credentials; and participation in academic programs leading to improved academic qualifications; participation in civic activities related to professional expertise; and participation in promotional and community relations activities sponsored by the college.

SCOPE   These procedures apply to Dawson Community College

PROCEDURES   The College President shall promulgate such procedures as may be needed to implement this policy.

History: 09/24/2001; 11/09/2020