

3354:1-30-08 Policy on faculty evaluation.

- (A) In order to recognize, maintain, and improve the total effectiveness of the faculty of the College, the performance of all faculty members employed by the College will be evaluated in writing in accordance with the provisions of this policy. The policy is intended to provide for the assessment of individual performance and to encourage improvement in achieving the educational goals of the College. The evaluation system provides for improvement of the quality of instruction, for encouragement of professional growth and development, and for informed personnel decisions.
- (B) The written evaluations prescribed herein will be considered prior to personnel decisions including, but not limited to, reassignment, contract renewal for non-tenured faculty, termination, and the granting of academic rank and tenure.
- (C) The evaluation procedures of the College will provide for multiple sources of information on faculty performance. The sources include evaluation by self, peers, students, supervisors, and other appropriate sources. The combination of information sources as defined by CCC-AAUP contract and performance categories for each faculty member's evaluation will be agreed upon between the faculty member and his/her immediate supervisor, but at a minimum will include evaluation by the immediate supervisor and the faculty member's students. Other sources agreed upon by the faculty and immediate supervisor may also be included. In accordance with the procedure, any forms used to collect such information will be standardized across the College.
- (D) Written evaluations will be required as follows:
 - (1) A written evaluation of the performance of each full-time tenured faculty member will be conducted by the immediate supervisor, or the appropriate dean/director, once every three academic years.

- (2) A written evaluation of the performance of each full-time tenure track faculty member will be conducted by the immediate supervisor, or the appropriate dean/director, and shall occur twice annually during the first two academic years of the probationary period and once annually during the remaining academic years of the probationary period.
 - (3) A written evaluation for each full-time lecturer will be conducted by the immediate supervisor at least twice per year, at least once in the first semester and at least once during the second semester, after the first, agreed to by the lecturer and the supervisor.
 - (4) A written evaluation of each part-time lecturer, based on classroom observance and student evaluations, will be conducted by the immediate supervisor, or the supervisor's designee, during the initial semester of service and, thereafter, at least once every two academic semesters during which the part-time lecturer performs services for the College. (This provision does not apply to full-time tenure or tenure-track faculty or full-time lecturers who perform additional assignments as part-time lecturers.)
- (E) Original copies of written evaluation reports for full-time faculty will be kept in the district office of human resources. Each faculty member will be provided with a copy of his/her evaluation by the supervisor before it becomes an official College record. The faculty member may prepare a written response to the evaluation and may request a re-evaluation. If such written response is submitted, it will be made part of the official College record. Disagreements arising from faculty evaluations will be resolved according to CCC-AAUP contract grievance procedure.
- (F) After completion of each written evaluation report, each tenured and tenure track faculty member will submit a professional development plan to their dean/director. The preparation and implementation of the plan will be the responsibility of the faculty member in conjunction with the dean/director. If requested, the office of teaching, learning, and academic professional development will provide the appropriate support for this activity.

- (G) The office of the access, learning and success is responsible for approving all standard forms used in collecting faculty performance information consistent with provisions of the contract between the board of trustees and the CCC chapter of the AAUP.
- (H) The campus presidents and vice presidents of college-wide programs are responsible for ensuring that all faculty members are evaluated according to the provisions of this policy.
- (I) The executive vice president for access, learning, and success, and the executive director of access, learning and success are hereby directed to establish procedures and take all other steps necessary and appropriate for the effective implementation of this policy.

Effective date: May 29, 2014

Prior effective date: July 31, 2006