

SECTION 700.09  
FACULTY EVALUATION

Faculty shall be evaluated utilizing three (3) components:

1. Supervisor evaluation
2. Student evaluation
3. Classroom observations

The evaluations are intended to be used as instruments for improvements of instruction. The Vice President of Academic and Student Affairs may use the evaluation for salary promotions and/or retention. These evaluations will also be available to the Faculty Senate Tenure Committee as provided for under the Institutional Tenure Guidelines (See Article 700.13).

1. Faculty Evaluations
  - a. A supervisory evaluation will be conducted each year when a classroom observation evaluation is not scheduled.
  - b. A *Class Observation Evaluation* will be used as the standard evaluation instrument with the following frequency\*
    - i. Year 1: One evaluation in fall, one evaluation in spring.
    - ii. Year 2, 4, and 6: One evaluation during the school year.
    - iii. Year 7 and beyond: One evaluation every three years.
    - iv. Part-time faculty evaluations will be conducted following the same schedule as above (i.-iii.) for full-time faculty.  
\*Additional evaluation may be conducted upon the instructor's request or at the discretion of the administration in the case of non-tenured faculty.
  - c. One (1) calendar weeks' notice shall be given to the instructor prior to any class observation evaluation.
  - d. Within one (1) week, the supervisor will meet with the faculty member to review the class observation evaluation. Upon completion of the review, the faculty member will sign the evaluation and be given an opportunity to make comments or observations of their own.
  - e. If the instructor disagrees with the supervisor's evaluation or the class observation evaluation, an evaluation by the President may be requested. This second evaluation by the President shall also be included in the faculty member's file.
2. Student Evaluations
  - a. Frequency\*
    - i. Non-Tenured Faculty: One class each semester
    - ii. Tenured Faculty: One class each year.
    - iii. Part-time Faculty: One class each semester.  
\*Additional student evaluations may be conducted upon instructor's request or at the discretion of the administration in the case of non-tenured faculty.
  - b. A *Student Opinion of Teaching Effectiveness* form will be the standard evaluation instrument.
  - c. Forms will be distributed and returned to the Vice President of Academic and Student Affairs Office by a designated student in each class.

- d. Forms will be tabulated by summarizing both the numerical and written responses. The summary will be returned to the instructor.
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**History**

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