



410 POLICY - Faculty Evaluations

410.1 Statement of Policy

Faculty evaluations are required. They will be given according to the guidelines published in the Procedures section of the Policies and Procedures Manual.

410.2 Faculty Evaluations

For the purpose of assuring the public, the students, and the faculty of the College's maintenance of the highest academic standards, procedures for review and evaluation of Full-time and Adjunct faculty are published in the Procedures section of the Policies and Procedures Manual.

Adopted March 2020



410 PROCEDURE - Faculty Evaluations

410.2:1 Full-time Faculty

Full-time Faculty Evaluations - Full-time Faculty will be evaluated through the following processes:

- A. Classroom (online and live) evaluation and post observational discussion
 1. All full-time non-tenured faculty will be evaluated annually. All full-time tenured faculty will be evaluated once every three years. Evaluations will take place between the 5th and the 13th week of a sixteen (16) week semester or during the 3rd and the 7th week of an eight (8) week session through a classroom visitation using the administrative evaluation form. The classroom visitation for live courses will require the evaluator to sit in on a designated course. The classroom visitation for online courses will require the evaluator to sit down with the faculty member and access the online platform for that course. The evaluation will be conducted by the appropriate evaluator in charge of academic instruction during a class period mutually agreed upon by the faculty member and the evaluator.
 - i. The faculty member being evaluated will be provided or have access to the evaluation form prior to the evaluation process. The faculty member being evaluated shall have at minimum 72-hour notice prior to the formal evaluation. A post observation discussion session will be held within ten (10) business days after the classroom observation.
 2. At minimum the evaluators for all full-time faculty shall be the department head or any selected tenured full-time faculty member in good standing as determined by the department head. Additional evaluations may take place at the request of the evaluatee through the use of departmental and non-departmental evaluators. If such requests are made, the evaluatee will be responsible for coordinating said events.
- B. Student Evaluations - Student evaluations will be administered in all courses each semester. Evaluations will be administered electronically during the end portion of a sixteen (16), and eight (8) week semester. The evaluation will be open for a two week period and students, as well as faculty will be notified as to the specific dates. The evaluations will be available to faculty after the grade submission deadline for



the designated semester. Faculty access to evaluations is through the myRedlands portal.

- C. Full-time Faculty Self-Assessment – Within the first three months of employment, all full-time faculty will be provided a packet by their department head, for which to develop a self-assessment plan. The Full-time Faculty Self-Assessment form will be completed in collaboration with the department head within the first three months of employment. This plan will provide a framework on which to meet the mission of both the college and department in the following areas:

1. Instruction
2. Service
3. Professional Development

For each of the designated areas, the full-time faculty member will identify specific goals and objectives to be reached by the end of the academic year. The full-time faculty member will be responsible for documenting progress toward each goal by maintaining a record of activities related to each.

During the final month of the academic year, the full-time faculty member will submit a signed copy of the self-assessment plan along with any supporting documentation to the department head ten (10) business days prior to a scheduled review meeting. At that time, the full-time faculty member and department head will meet to discuss accomplishments, areas in need of improvement, and develop a continuing plan for the subsequent year. This review will be independent of the yearly faculty classroom observation, which will be evaluated pursuant to Procedure 410.2:2. A self-assessment will be completed each year for the duration of the probationary period.

1. Non-tenured full-time faculty will complete the Full-time Faculty Self-Assessment and bring the form to the annual post-classroom observation discussion with the evaluator who will file the form with Human Resources.
2. Tenured full-time faculty will complete the Full-time Faculty Self-Assessment and submit the form to Human Resources by the first Friday in September of each year. Faculty are subject to meet at the discretion of the Chief Academic Officer (CAO). In addition, tenured full-time faculty will have the post-classroom observation discussion with an evaluator every three



years.

410.2:2 Adjunct Faculty

Adjunct Faculty Evaluations – Adjunct Faculty will be evaluated through the following processes:

- A. Classroom (online and live) evaluation and post observational discussion
 - 1. All adjunct faculty will be evaluated once within a period spanning four semesters taught between the 5th and the 13th week of a sixteen (16) week semester or during the 3rd and the 7th week of an eight (8) week session through a classroom visitation using the administrative evaluation form. The evaluation will be conducted by the appropriate evaluator in charge of academic instruction during a class period mutually agreed upon by the faculty member and the evaluator.
 - i. The faculty member being evaluated will be provided or have access to the evaluation form and will meet with the evaluator prior to the evaluation process. The faculty member being evaluated shall have at minimum 72-hour notice prior to the formal evaluation. A post observation discussion session will be held within ten (10) business days after the classroom observation.
 - 2. At minimum the evaluators for all adjunct faculty shall be the department head or any selected tenured full-time faculty member in good standing as determined by the department head. Additional evaluations may take place at the request of the evaluatee through the use of departmental and non-departmental evaluators. If such requests are made, the evaluatee will be responsible for coordinating said events.
- B. Student Evaluations - Student evaluations will be administered in all courses each semester. Evaluations will be administered electronically during the end portion of a sixteen (16), and eight (8) week semester. The evaluation will be open for a two week period and students, as well as faculty will be notified as to the specific dates. The evaluations will be available to faculty after the grade submission deadline for the designated semester. Faculty access to evaluations is through the myRedlands portal.



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