

North Hennepin Community College

Policy/Procedure Information

Number: 4.9.1

Name: Faculty Evaluation Procedure

Author: Policy Committee

Custodian: Policy Committee

Effective Date: August 26, 2013

Next Review Date: AY2017-2018

Regulatory Authority:

- MnSCU Board Policy 4.9 – Employee Evaluation
 - <http://www.mnscu.edu/board/policy/409.html>
 - MN Statute 43A.20 – Performance Appraisal and Pay
 - <https://www.revisor.mn.gov/statutes/?id=43a.20>
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Part 1. Procedure Background

In accordance with NHCC Campus Regulation 4.9 Faculty Evaluation Policy, the following procedures will be utilized to implement the faculty evaluation process.

Part 2. Definitions

Subpart A. Adjunct Faculty Member

A faculty member who works fewer than five (5) credits in a term.

Subpart B. Probationary Faculty Member

An unlimited full-time or unlimited part-time faculty member who has not completed the required probationary period.

Subpart C. Temporary Part-Time Faculty Member (TPT)

A faculty member with a part-time assignment of five (5) or more credits in a semester or a summer session.

Subpart D. Temporary Full-Time Faculty Member (TFT)

A faculty member with a full-time assignment for an academic year. Temporary full-time positions do not carry the assumption that such employment will continue on a full-time basis.

Subpart E. Unlimited Full-Time Faculty Member (UFT)

A faculty member with a full-time assignment for an academic year that carries the assumption that such employment will continue on a full-time basis in subsequent years.

Subpart F. Unlimited Part-Time Faculty Member (UPT)

A faculty member with a part-time assignment between forty percent (40%) and eighty percent (80%) over an academic year that carries the assumption that such employment will continue on a part-time basis in subsequent years.

Part 3. Evaluation Methods

Subpart A. Classroom Visit

The supervisor observes the faculty member's teaching in the classroom. The supervisor may observe the faculty member in any format in which the faculty teaches, including, but not limited to, traditional lecture, lab, clinical, seminar, online, etc. The classroom visit may be scheduled or unannounced at the discretion of the supervisor. Following the classroom visit, the supervisor will prepare a written report documenting the classroom visit.

Subpart B. Learner Outcome Assessment

Learner Outcome Assessments measure the effectiveness of pedagogical strategies and student learning. Learner Outcome Assessments may comprise the student evaluation component of faculty evaluation if mutually agreed upon by the faculty member and the supervisor.

Subpart C. Peer Evaluation

The faculty member may request to be evaluated by a peer. Peer evaluation can take the same form as a supervisor's classroom visit and must be documented. Contents of the evaluation may be shared with the supervisor at the discretion of the faculty. Documentation of the evaluation must be shared with the supervisor.

Subpart D. Self-evaluation

The self-evaluation is completed by the faculty member and includes the following:

1. An assessment of strengths, weaknesses, and plans for improvement as a faculty member.
2. A statement of help, assistance, or guidance needed to continue professional development.
3. A statement of near-term and long-range professional goals.
4. A review of any previous self-evaluations and a status update on progress towards the faculty member's near-term and long-range professional goals.
5. Any relevant supporting materials.

Subpart E. Student Feedback

Student feedback provides data from students about the faculty member. Standardized student feedback, customized student feedback, and learner outcome assessments are all valid forms of student feedback.

Customized student feedback consists of forms developed by the faculty member in consultation with the faculty member's supervisor. Customized student feedback forms are administered to all students enrolled in one or more of the faculty member's courses.

Standardized student feedback consists of forms developed by the College. Standardized student feedback forms are administered to all students enrolled in one or more of the faculty member's courses.

When student feedback is required for the evaluation process, the form of student feedback will be determined through consultation between the supervisor and the faculty member.

Subpart F. Teaching Portfolio

Supervisors may request that the faculty member develop a teaching portfolio that may include a Teaching Philosophy, relevant course syllabi, copies of assignments, tests, activities, or other materials used to evaluate and assess student learning, and/or any supplementary materials (for example, PowerPoint slides used for lecture).

Part 4. Evaluation Planning

Each year supervisors will develop and maintain a schedule for faculty evaluation and provide a copy of that schedule to Human Resources.

Subpart A. Schedule of Evaluation

1. All faculty, regardless of their hiring status, will be evaluated by their supervisor by the end of their first semester of employment at North Hennepin Community College.
2. Probationary faculty will be evaluated by their supervisor each semester of probationary status. Supervisors shall complete the evaluation of faculty in their final semester of probation no later than October 15 or March 15 of that final semester. Probationary faculty must successfully complete the requisite probationary status in accordance with the MSCF collective bargaining agreement before becoming an unlimited faculty member.
3. All faculty, other than probationary faculty or first-time adjunct or temporary faculty, will be evaluated annually in the semester assigned by their supervisor, unless the supervisor determines that more frequent evaluation is necessary.
4. Non-teaching faculty will follow the same evaluation schedule as teaching faculty, based on their hiring status.

Subpart B. Meeting Between the Supervisor and the Faculty Member

At the beginning of the evaluation cycle, the supervisor will communicate with the faculty member for the purpose of explaining the process, describing the faculty member's responsibilities in the process, and providing a timeframe for completion.

Part 5. Recordkeeping

Subpart A. Faculty Responsibilities

The faculty member will assist in the preparation and compilation of evaluation materials.

1. Faculty will assist with scheduling classroom visits.
2. Faculty will assemble materials for the teaching portfolio.
3. Faculty will administer customized student feedback forms or assemble documentation of learner outcome assessments.
4. Faculty will assist with the administration of standardized student feedback as appropriate.
5. Faculty will compose their self-evaluation.
6. Faculty will be responsible for contacting and scheduling a peer review. Faculty are also responsible for ensuring that proper documentation of a peer review is provided to the supervisor.
7. Faculty will assist with scheduling the summary meeting with their supervisor at the end of the evaluation process.

Subpart B. Supervisor Responsibilities

The supervisor will prepare a written summary of the evaluation, including outcomes and recommendations. The supervisor will then share the summary with the faculty. The summary will then be placed in the faculty member's official personnel file.

Subpart C. Faculty Rights

The faculty member may submit a written response to the supervisor's evaluation to be included in the faculty member's official personnel file.

Subpart D. Location of Records

Evaluation materials will be maintained in the supervisor's office. The supervisor will return standardized student feedback to the faculty member once the faculty evaluation process is complete.

Part 6. Contents of Evaluation

Subpart A. Faculty in their First Semester Teaching at North Hennepin Community College

Evaluation for faculty in their first semester of teaching at North Hennepin Community College must include the following:

1. Supervisor's classroom visit with written report.
2. Teaching portfolio.
3. Student feedback.

Subpart B. Probationary Faculty

Each semester, evaluation for probationary faculty must include:

1. Supervisor's classroom visit with written report.
2. Teaching portfolio.
3. Student feedback.

Annually, probationary faculty will complete a self-evaluation.

Subpart C. All Other Teaching Faculty

Evaluation for all other faculty must include all of the following over a three-year cycle:

1. One year, evaluation will consist of the supervisor's classroom visit with written report.
2. One year, evaluation will consist of student feedback.
3. One year, evaluation will consist of one of the following:
 - a. Teaching portfolio.
 - b. Self-evaluation.
 - c. Peer evaluation.

Subpart D. Non-teaching Faculty

The evaluation of non-teaching faculty will include input from multiple sources, selected by the supervisor in consultation with the faculty member. Possible input sources include:

1. Supervisor's workplace visit/observation with written report;
2. Student/client feedback;
3. Self-evaluation;
4. Peer/colleague evaluation (at the request of the faculty member being evaluated);
5. Portfolio; and/or
6. Others (as determined mutually by supervisor and faculty member).

Faculty members who are assigned both classroom instruction and non-teaching duties may be evaluated in both aspects.

Part 7: Faculty Evaluation Criteria

Subpart A: All Faculty

The following criteria are applicable for evaluating **all** faculty:

1. Demonstrates concern for student success:
 - a. Treats students with dignity and respect in a courteous and professional manner;
 - b. Is available to students to discuss (1) the student's academic progress, (2) career opportunities in the faculty member's assigned field, and (3) other issues as appropriate;
2. Maintains office hours.
3. Fulfills professional development responsibilities:
 - a. Maintains currency in credential field;
 - b. Engages in professional development activities.
4. Fulfills responsibilities to the College:
 - a. Demonstrates effective organization and planning;

- b. Completes administrative clerical requirements associated with his/her position in an accurate and timely manner (such as, but not limited to, grade reports, last date of attendance requests, requisitions, textbook orders, library purchases, student reports, etc.);
 - c. Adheres to established department standards, College policies/procedures, and ethical/legal standards;
 - d. Attends and participates in department/division/College meetings and activities;
 - e. Participates in College service activities, governance, and community service.
5. Demonstrates collegiality:
- a. Communicates, coordinates, and works cooperatively and effectively with others;
 - b. Respects diversity;
 - c. Serves as a good steward of College resources.

Subpart B: Teaching Faculty

The following criteria are applicable for evaluating teaching faculty:

1. Holds class during scheduled classroom hours;
2. Prepares comprehensive, accurate, and up-to-date syllabi, and communicates them to students;
3. Adheres to syllabus and other course policies;
4. Develops course materials that reflect current trends in the faculty member's credentialed field;
5. Communicates subject matter clearly, accurately, and effectively;
6. Relates course material to other areas where appropriate;
7. Incorporates learning strategies appropriate to the classroom diversity;
8. Maintains order in the classroom;
9. Provides relevant out-of-class learning activities;
10. Provides clear assignments or directives to students;
11. Evaluates student progress accurately, impartially, and in a relevant and timely manner;
12. Keeps students informed of their progress in a regular, relevant, and timely manner;
13. Demonstrates competence in the teaching/learning process;
14. Provides opportunities for student participation in the teaching/learning process.

Subpart C: Non-teaching Faculty

The following criteria are applicable for evaluating non-teaching faculty:

1. Performs duties in an accurate and timely manner;
2. Provides effective service to meet student and College needs;
3. Achieves goals as articulated in the faculty member's professional development plan;
4. Other criteria (as determined mutually by supervisor and faculty member).

Review Action	Date(s)
Campus Community Review Period	March 19 – April 2, 2013
Shared Governance Council Review	April 26, 2013
Labor/Management Meetings Review	MAPE – April 23, 2013 AFSCME – May 3, 2013 MMA – May 3, 2013
Student Senate Review	April 22, 2013
President Approval	May 6, 2013
Campus Community Dissemination	May 13, 2013

History

- Adoption under Ann Wynia on 12-19-07 as VI.07.06.01
- Revised, Spring 2013