

# PROCEDURE

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## P6Hx23-2.10 PROCEDURE: EVALUATION OF COLLEGE PERSONNEL

- I. All College personnel in full-time and part-time budgeted positions shall be evaluated in a manner approved by the President.
- II. Each official evaluation of an employee shall become a part of that employee's personnel file.
- III. Employees under annual contracts whose contracts have not been renewed need not be evaluated.

### IV. Non-Teaching Administrative/Professional Progress Report

Human Resources distributes the approved evaluation form for all administrative and non-teaching professionals during the first week of July. The evaluation form shall be completed, signed, and returned to Human Resources prior to October 7. The original of this report is filed in the official personnel file; the other copies are distributed to the employee and the supervisor.

### V. Career Staff

Human Resources distributes the approved evaluation form to supervisors during the month prior to the hiring anniversary date of each employee. The evaluation form shall be completed, signed, and returned to Human Resources within 90 days of its receipt. The original of this report is filed in the official personnel file; the other two copies are distributed to the employee and supervisor.

### VI. Teaching Faculty

Full-time instructors at all sites and using all delivery methodologies will be evaluated annually by their program directors who will use as primary bases for their evaluation, information gained from classroom visitations, materials provided to them by the instructors pertaining to their instructional activities during the year, and the results of the Student Survey of Instruction (SSI) or other College-approved standardized forms to collect student feedback on instruction.

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All full-time instructors will use the Student Survey of Instruction (SSI) or other College-approved forms to collect student feedback from students in all of the classes they teach during the academic year (Sessions I & II). Student feedback during Session III will be collected on a voluntary basis except when directed by the program director or provost.

Part-time instructors at all sites and using all delivery methodologies will be evaluated annually by their program directors who will use as primary bases for their evaluation, information gained from classroom visitations, materials provided to them by the instructors pertaining to their instructional activities during the term, the results of the Student Survey of Instruction (SSI) and/or other College-approved standardized forms to collect student feedback.

Part-time instructors will use the Student Survey of Instruction (SSI) or other approved forms to collect student feedback from students in all of the classes they teach during the year (Sessions I, II & III).

The schedule for administration of the Student Survey of Instruction (SSI) will be established by the provost and approved by the President's Cabinet. The results of the feedback will be distributed to instructors by their respective program directors as soon as possible after grades are submitted, usually during the first few weeks of the subsequent academic term.

The evaluation form shall be completed, signed and returned to Human Resources within ninety (90) days of its receipt.

VII. Part-time faculty evaluations will be retained in Human Resources after review and signature by the provost.

VIII. Administrators of Academic Divisions and Programs

Copies of the evaluation form for administrators of divisions and programs are distributed to all faculty members by the provosts. These are filled out anonymously.

A faculty member in each division or academic area is to be selected by the associate provost or provost to gather the

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completed forms, insert the name of the person being evaluated, and checklist individual faculty by means of a double-envelope system to ensure confidentiality.

The completed forms will go directly to the provost for analysis and review. This information will then be forwarded to the evaluated administrators so that the feedback information may be used for improving professional effectiveness.

History: Adopted 3/1/82; Amended 6/25/85; Effective 7/1/85; 10/20/93. Filed - 10/20/93. Effective - Session II, 1993-94; 11/17/93. Filed - 11/17/93. Effective - 11/17/93; 9/17/96. Filed - 9/17/96. Effective - 9/17/96; 5/18/99. Filed - 5/18/99. Repealed - 5/18/99; Re adopted – 6/19/12. Effective – 6/19/12.