B. Instructional Personnel

Evaluation of instructional personnel will occur prior the end of the contract period in the Spring term of each year. The following procedures will be used:

1. Full-time Faculty. There will be three components to evaluation of full-time faculty: student evaluation, classroom observation, and supervisory evaluation. The procedures for the faculty evaluation process are located in Appendix I-F-1. The evaluation process for non-tenured faculty members is the same as for tenured faculty members. The decision regarding tenure will be made in the spring semester before the end of the third year of teaching. Evaluation results of all three components of the process will be maintained in the faculty member’s personnel file.

2. Counselors & Librarians. Evaluations of Counselors and Librarians will be conducted in the Spring semester and coordinated by the Office of Human Resources. The evaluation requires a self evaluation by the employee. The employee will complete a self evaluation using the Performance Evaluation tool prior to the supervisor completing the annual evaluation. The self evaluation will be used to generate discussion during the evaluation meeting. The self evaluation will not be included in the personnel file and does not require any signatures other than the employee’s.

An evaluation meeting will be conducted between the supervisor and the employee to review the evaluation and self evaluation, and to develop individual goals for the following year.

The Performance Evaluation must be signed by the reviewing supervisor and the employee; then forwarded to the appropriate President’s Staff member for signature and distribution. Copies of the evaluation should be retained by the employee and the supervisor. The originals are returned to the Office of Human Resources and filed in the individual’s personnel file.

3. Part-time Faculty. There are two (2) components of the part-time faculty evaluation: student evaluation and
classroom observation. A representative of the Vice President for Instruction and Student Success may visit any class taught by a part-time faculty member at any time to complete a Classroom Observation. Every attempt will be made to conduct a Classroom Observation during the faculty member's first semester of teaching. After the initial observation, classroom observations will generally be conducted every other year or at the discretion of the instructional officer. The faculty member, the supervisor, and the personnel file will receive a copy of the observer's written comments within one week of the classroom evaluation. Procedures for conducting the evaluation process for part-time faculty can be found in Appendix I-F-7.

C. Support Personnel

1. Each support person will be evaluated in the Spring Semester of each year by his/her immediate supervisor.

2. Support personnel evaluation is initiated and coordinated by the Office of Human Resources, and forms are available from that office.

3. The evaluation requires a self evaluation by the employee. The employee will complete a self evaluation using the Performance Evaluation tool prior to the supervisor completing the annual evaluation. The self evaluation will be used to generate discussion during the evaluation meeting. The self evaluation will not be included in the personnel file and does not require any signatures other than the staff member's.

4. An evaluation meeting will be conducted between the supervisor and the employee to review the evaluation and self evaluation, and to develop individual goals for the following year.

4. The Performance Evaluation must be signed by the reviewing supervisor and the employee; then forwarded to the appropriate President's Staff member for signature and distribution. Copies of the Performance Evaluation should be retained by the employee and the supervisor. The originals are returned to the Office of Human Resources and filed in the individual's personnel file.

XIII. Employment Ending