

St. Cloud Technical & Community College Policies and Procedures Chapter S4 – Human Resources

S4.2 Faculty Evaluation Policy

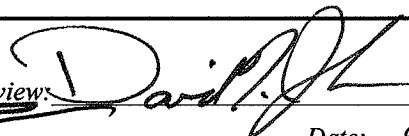
This policy reflects MnSCU Board Policy 4.9 Employee Evaluation, Minnesota Statute 43 A.20 Performance Appraisal and Pay, and The Higher Learning Commission Criteria for Accreditation - Criterion 3b.

Update Revision Responsibility: Vice President of Academic Affairs

St. Cloud Technical and Community College will develop and utilize an annual evaluation for faculty, including all unlimited full-time, unlimited part-time, temporary full-time, temporary part-time, and adjunct faculty. The purpose of evaluation is to demonstrate the quality and effectiveness of the faculty member's work and/or to determine successful completion of probationary status. Evaluation is designed to support faculty in their professional development efforts to maintain in-field currency, demonstrate the importance of effective teaching, and to assist faculty in providing the best possible learning opportunities for our students.

Evaluations will be completed in a manner consistent with requirements found in Minnesota Statutes and the applicable collective bargaining agreement. Implementation of the faculty evaluation process will be conducted in accordance with the College Procedure on Faculty Evaluation. Unlimited faculty will be evaluated using a three-year rotation with annual review. Probationary faculty will be evaluated on an annual basis until completion of the probationary period. Temporary (full-and part-time) and adjunct faculty will be evaluated on a semester-to-semester basis on a schedule determined by the supervisor. The faculty evaluation process may include, but is not limited to, formal written evaluations, course observations, student course evaluations, and advisory committee recommendations.

Shared Governance Council President or AASC Chair Review: _____



Date: 9/21/11

College President: _____

Date: 9/14/11

Date of Adoption: _____

Date of Implementation: _____

Date repealed or replaced: _____

St. Cloud Technical & Community College

Policies and Procedures

Chapter S4 – Human Resources

S4.2.1 Faculty Evaluation Procedure

St. Cloud Technical and Community College is committed to continuous improvement in teaching and learning. The faculty evaluation procedure at SCTCC is designed to provide a systematic process that faculty and administration can utilize to evaluate professional performance and support continued professional growth and development. This faculty evaluation procedure will not restrict academic rights as defined in the Minnesota State College Faculty (MSCF) contract.

1. The supervisor will provide the faculty member the Evaluation Packet, which includes policies, forms, instructions, and other resources for the evaluation procedure.
2. Faculty and supervisor will mutually agree on a date and time for a scheduled formal observation. Supervisors maintain the option to conduct informal observations at unscheduled times.
 - a. Faculty member will complete and submit the Faculty Pre-Appraisal Form and the Self-Performance Appraisal Form to the supervisor no later than one week prior to the scheduled course observation.
 - b. Supervisor will meet with faculty as necessary to discuss the content of the Pre-Appraisal form and the Self-Performance Appraisal form.
 - c. Faculty member may request a colleague to observe a scheduled classroom session using the Observation of Instruction Peer-to-Peer Review form. The request may be for the same classroom observation as the supervisor. (Optional)
3. The supervisor will attend the scheduled class session and complete the Classroom Observation of Instruction form.
4. The supervisor will forward a copy of the completed Classroom Observation of Instruction form to the faculty member for review and response.
 - a. The signed observation form, along with any responses and comments should be returned to the supervisor within one week of receipt.
 - b. Supervisor will meet with faculty as necessary to discuss the content and responses to the Classroom Observation of Instruction form.
5. During the academic year, the supervisor may conduct informal observations of faculty. The Informal Observation form must be completed by the supervisor after each informal observation.

6. Supervisor will complete the Summary Evaluation form and meet with faculty member to review all other evaluation materials.
 - a. Faculty may comment on the Summary Evaluation form.
 - b. A signature is required by both parties.
7. Supervisor and unlimited and probationary faculty will meet annually to review and update the Summary Evaluation form.
8. Completed materials will be submitted to Human Resources and Vice President of Academic Affairs before June 30.

Shared Governance Council President or AASC Chair Review

College President: _____

Date of Adoption: _____

Date of Implementation: _____

Date repealed or replaced: _____

Date: 9/21/11

Date: 9/16/11