

Appendix F: Faculty Evaluation and Success Program

1. Components of the Faculty Evaluation Program

a Annual Goals

All Faculty, in consultation with their supervisor, will set mutually agreed-upon goals for the coming year at the beginning of the fall semester. A mid-year “check-in” may occur in person or electronically, and a final review will occur in April during the Annual Collegial Conference.

b Student Feedback

Instructional Faculty will receive anonymous feedback from students in every course they teach. Educational Support Faculty will also receive feedback from students. All Faculty will receive feedback using College-approved forms.

c Evaluation of Teaching and Learning

All Faculty will be observed in one of the courses or educational support activity on a regular cycle recommended by the Faculty Evaluation Working Group. In some years, a Faculty Member may be observed by their supervisor. In other years, a Faculty Member may elect to be observed by a peer, to observe a peer, or to participate in a course materials review instead. Administrators may conduct additional observations, and Faculty may request additional peer reviews. These activities typically occur between October and February.

d Self-Reflection

All Faculty will complete a self-reflection form, typically in March, prior to the Annual Collegial Conference and will submit this form to their supervisor one week before the conference.

e Annual Collegial Conference

All Faculty will meet each year with their supervisor to discuss the challenges and accomplishments of the preceding year and potential goals for the following year. The discussion will be reflected on the Final Evaluation Rubric and informed by components a - d above.

The Faculty member and supervisor will mutually agree upon a time for the Collegial Conference. Collegial Conferences typically are held in April. The meeting should be scheduled at least three weeks in advance to allow the Faculty member time to prepare a self-reflection.

2. Professional Development

If a need for improvement is indicated, the College shall provide support for the improvement of the individual Faculty performance. A Performance Improvement Plan will be mutually developed by the Faculty member and their supervisor using the Corrective Action Procedure described in the *Personnel Policy Statement for College Employees*. **The Annual Collegial Conference is not designed for development of a Performance Improvement Plan.**

The plan shall be sensitive to the available accumulation in the individual Faculty member's Professional Enrichment Fund. Should the Fund be insufficient to cover the cost of the plan, the

supervisor will work with the Faculty member to identify alternative sources and programs for improvement and/or alternative sources of funds for the Performance Improvement Plan.

A Faculty member may request the Faculty Resources Center(s) or similar campus resources and supervisor to assist in the development of additional instruments or procedures which may be used to evaluate the instructional process, classroom effectiveness, or other areas needing improvement.

3. **Forms**

The forms used in this evaluation process are posted on the PCC Intranet.

4. **Review Process**

As part of continuous improvement, a Faculty Evaluation Working Group has been created to review the Faculty Evaluation and Success Program. Employee feedback will inform the group. The group shall include Administration, Staff, and Faculty, with Faculty representation including both PCCEA and Faculty Senate members as well as both Instructional and Educational Support Faculty. Recommendations for changes will be forwarded to the Executive Leadership Team, to Faculty Senate, or to the Meet-and-Confer process as appropriate and communicated to Faculty no later than thirty days following approval.

5. **New Faculty**

Every newly hired Faculty member will meet with their supervisor during the first thirty days of employment to set goals, discuss expectations, and modify timelines as necessary.

6. **Appeals**

In the event that a Faculty member disagrees with his/her evaluation following the Annual Collegial Conference, he/she may appeal the outcome to the Campus President by providing a written rationale for the disagreement and any application documentation.