SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

A. EVALUATION: PURPOSE

The purpose of confidential evaluation is to support the faculty member’s continuous professional development and excellence. In this way, faculty evaluation contributes to ongoing improvement of College programs.

Evaluation of instructional personnel at Lewis-Clark State College has several parts. The job description and annual evaluation comprise the foundation. Other parts include advancement in rank, tenure, and periodic performance review.

Division Chairs, Deans, Directors, and the Provost are responsible for ensuring compliance with these policies.

B. GUIDELINES:

Within the parameters outlined, the faculty of each Division and the Library will, in consultation with the Dean, establish procedures for evaluating all faculty within the general categories of teaching and advising or library duties, scholarly/creative activity and professional development, and service. These procedures will recognize variations among disciplines and programs and standards of excellence for the profession as a whole.

It is the responsibility of the division and library faculty to review their procedures regularly and to make appropriate modifications. Any modifications will take effect at the beginning of the next academic year.

The procedures established by each Division and the Library (and any subsequent revisions) will be reviewed for compliance with SBOE guidelines, consistency with other policies, and legal standards and will take effect upon approval by the Dean. Copies of all procedures will be kept on file in the Dean's office.

JOB DESCRIPTION AND ANNUAL PERFORMANCE EVALUATION

A. JOB DESCRIPTION

Each year a job description will be developed for all instructional* and library faculty members. The “job description” for all instructional personnel will include four categories: teaching and advising; scholarly/creative activity and professional development; service; and collegiality. The “job description” for all library faculty will include four categories: library duties; scholarly activity and professional development; service, and collegiality.

* Job descriptions are not required for adjunct faculty teaching six or fewer credits per semester.
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

The faculty members of each unit are responsible for defining each category.

1.1 Procedure: The job description will be a result of annual mutual negotiations between the individual faculty member and the Division Chair or Director. The emphasis a faculty member will give to each of the categories during a contract period will be mutually determined at that time.

1.2 Division Chair’s Responsibilities: The Division Chair or Director is responsible for seeing that the unit’s strategic plans are met. Any reduction or change in teaching load must be approved in advance by the Provost. The Division Chair or Director is responsible for ensuring that the job descriptions are in accordance with LCSC’s role and mission and strategic plan.

1.3 Dean’s Responsibilities: All job descriptions must be approved by the Dean. In the event that the faculty member and the division chair cannot agree to a job description the matter will be referred to the Dean who will make the final decision.

1.4 Timeline: Before March 1, the Division Chair or Director will meet with the faculty member to negotiate the job description for the spring semester of the current academic year and the fall semester of the following academic year. By March 1, the signed “Job Description” must be submitted for approval to the Dean. The approved job description will be returned to the division/library and kept on file for use in completing the annual evaluation.

B. ANNUAL PERFORMANCE EVALUATION

All personnel will be confidentially evaluated annually on assigned duties for a given contract period as established by the “Job Description.” Evaluator(s) will use the categories described below (giving primary consideration to teaching for instructional faculty). No single datum will be the basis for evaluation, rather a combination of appropriate data will be used to make an overall evaluation, and evaluator(s) will give greater weight to quality of performance, rather than quantity of data.

Evaluations shall be conducted by a faculty peer process and the Division Chair or Director; in the event that the Division Chair or Director is being evaluated, he or she will be evaluated by the faculty peer process and the Dean will perform the function of the Division Chair or Director.

For non-tenured faculty, the Division Chair or Director must include with the evaluation a recommendation about continued employment.

The written annual evaluation will be used as a factor in decisions about reappointment, promotion, tenure, and periodic performance reviews.
SUBJECT:  GENERAL POLICY ON FACULTY EVALUATION

1.1 Categories of Evaluation:

    Instructional Faculty

    a. Teaching and advising
    b. Scholarly/creative activity and professional development
    c. Service to college, community, and profession
    d. Collegiality: A fundamental responsibility of a faculty member is to maintain constructive and civil interactions with other members of the campus community.

    Library Faculty

    a. Library duties
    b. Scholarly activity and professional development
    c. Service to college, community, and profession
    d. Collegiality. A fundamental responsibility of a faculty member is to maintain constructive and civil interactions with other members of the campus community.

1.2 General Guidelines for procedures:

    By a majority vote, the faculty of each Division and the Library will develop procedures for carrying out evaluations. Procedures must adhere to the following general guidelines:

    a. The faculty will determine, by a majority vote, who will conduct the peer evaluation (e.g., a faculty committee, a faculty member from either inside or outside the division, or some combination of these). This evaluating body is responsible for adhering to the timelines and for submitting evaluations to the Division Chair or Director.

    b. The Division Chair or Director will submit a separate annual evaluation following the same guidelines, procedures, and timeline as the evaluating body.

    c. The faculty will determine what materials will be used in preparing the written evaluation. At minimum the following materials are required:

        1. Current “Job Description” form
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

2. Current Student evaluations (Faculty must submit evaluations as required by SRI guidelines.)

3. Current curriculum vitae

4. Current syllabi

5. All of the above material shall be kept on file in the Division or Library office; upon request by the peer evaluating body, the Division Chair or Director shall forward these documents (and any additional material required by the unit’s procedures) to the evaluating body. Upon completion of the process, the Division Chair or Director will forward her or his own evaluation along with the evaluation by the evaluating body to the Dean.

1.3 Timelines: The following timelines will apply:

<table>
<thead>
<tr>
<th>Activity (Event)</th>
<th>Submit to</th>
<th>1st Year Faculty</th>
<th>2nd Year Faculty</th>
<th>Beyond 2nd Year</th>
<th>Adjunct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Materials for Evaluation</td>
<td>Peer Evaluation Body</td>
<td>January 15</td>
<td>October 24</td>
<td>February 1</td>
<td>May 15</td>
</tr>
<tr>
<td>Evaluators &amp; Division Chair complete and submit “Annual Evaluation”</td>
<td>Deans</td>
<td>January 25</td>
<td>November 8</td>
<td>March 1</td>
<td>June 1</td>
</tr>
<tr>
<td>Deans submit recommendations</td>
<td>Provost</td>
<td>February 1</td>
<td>November 15</td>
<td>March 15</td>
<td>June 15</td>
</tr>
</tbody>
</table>

a. Units will establish procedures for ensuring that required materials are available to the peer evaluating body in a timely manner.

b. The peer evaluator(s) and the Division Chair or Director will complete the “Annual Evaluation” form. If the evaluation calls for a plan for improvement, see Section D below.

c. “Annual Evaluation” form, plans for development and improvement, and any response shall be submitted to the Dean (see attached chart for dates). All documents must be signed by the Division Chair or Director. The faculty member should also sign to indicate having seen them.
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

1.4 Provisions for Improvement: If the faculty member agrees with the evaluation and deficiencies in performance have been identified, the faculty member together with the Division Chair or Director are responsible for developing and carrying out a plan of improvement. Any such plan will be included in the final “Annual Evaluation” report.

If the faculty member does not agree with the preliminary “Annual Evaluation,” she or he may discuss the evaluation with the evaluating body. If after this discussion, they cannot agree, the faculty member may attach a response to the “Annual Evaluation.”

1.5 Resolving conflicts: See Grievance Policy.

C. EVALUATION INSTRUMENTS

Job Description Form

This instrument is a general statement of what each faculty member's job entails. It is not a Professional Development Plan with specific goals and strategies. It is negotiated by the faculty member and the Division Chair or Director and must be approved by the Dean. The Job Description is valid for a specified contract period. A new job description will be developed annually. This is the yardstick against which annual performance will be measured. If any part of the form does not apply to an individual, it can be marked "N/A.” There are different forms for instructional faculty and library faculty.

It is the responsibility of the Division Chair or Director to ensure that each faculty member's Job Description supports the strategic plans of the Division or Library and LCSC’s role and mission.

Annual Performance Evaluation Form

This instrument is exactly parallel to the Job Description. It is fundamentally a tool to answer the question: “Did this faculty member perform his/her job, or not?” It is a checklist that will be used by the evaluator(s) to verify that the job responsibilities outlined in the Job Description have been met.

The evaluation will be conducted in the same manner and by the same evaluator(s) for every faculty member. The faculty members of each Division will decide by majority vote what the method for the Division will be. Some possible variations include but are not limited to: a committee of faculty members drawn from the Division (e.g. the Policy and Governance Committee in the Humanities Division), or from more than one Division; one faculty member from the Division who receives release time or service credit; or an outside evaluator. There are different forms for instructional faculty and library faculty.
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

JOB DESCRIPTION
Instructional Faculty

<table>
<thead>
<tr>
<th>Faculty Member:</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Chair:</td>
<td>Rank:</td>
</tr>
</tbody>
</table>

Effective from __________________ to __________________
   (date/event)            (date/event)

This document describes the general job duties that have been mutually determined by the faculty member and the Division Chair. A written review of the faculty member's performance of these duties will be prepared on an annual basis by an individual or committee designated by the members of the Division. These written reviews will constitute one basis for decisions regarding renewal of contract, promotion, tenure, periodic performance review, and distribution of merit pay.

If a particular category of job duty does not apply, the category should be marked N/A.

TEACHING

Instruction

- The instructor will file all syllabi in the unit office by the end of the first week of each semester.

- All student evaluation data will be maintained by the instructor for review by the reviewer(s).

- The instructor will be responsible for the following types of courses and/or instructional duties:

  - The reviewer(s) will observe the following instructional activities:
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

- The faculty member will provide the following types of materials to aid review of instruction:

Curriculum development

- The faculty member will participate in the following kinds of curriculum development activities:

ADVISING AND/OR MENTORING

- The faculty member will be responsible for the following kinds of advising activities:

- The average advising load in this division is:

- The advising load for this faculty member will be approximately:

SCHOLARLY ACTIVITY/PROFESSIONAL DEVELOPMENT

The following is a list of activities that are considered to be scholarly for this instructor. They are arranged in order of relative value.
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

SERVICE

The following are categories of activities that constitute valuable service at each of the following levels:

Division:

College:

Community:

COLLEGIALITY

A fundamental responsibility of a faculty member is to maintain constructive and civil interactions with other members of the campus community. This aspect of faculty performance will be reviewed each year.

REVIEW

The review for this instructor will be completed no later than: _________________ each year.

• The instructor will file an updated Curriculum Vitae in the unit office prior to the review date.

On _______________ (mm/dd/yy) the faculty of this Division designated the following person or committee to prepare a written review of all instructors:

Faculty Member: ____________________________ Date: ________________
Division Chair: ____________________________ Date: ________________
Dean: ____________________________ Date: ________________

This job description is contingent upon contract renewal for the following academic year.
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

ANNUAL PERFORMANCE REVIEW

Instructional Faculty

| Faculty Member: | ____________________________________________________________________ |
| Division:        | ____________________________________________________________________ |
| Reviewers:      | ____________________________________________________________________ |
| Academic Year:  | _________________ to _________________ |

TEACHING

Comments:

ADVISING AND/OR MENTORING

Comments:
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

SCHOLARLY ACTIVITY/PROFESSIONAL DEVELOPMENT

Comments:

SERVICE

Division:

College:

Community:
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

COLLEGIALITY

A fundamental responsibility of a faculty member is to maintain constructive and civil interactions with other members of the campus community. Has this faculty member met this standard of professional conduct? If the answer is no, please attach an explanation.

yes __________ no __________

REVIEW OF CURRICULUM VITAE

Current year  Initials____________  Date ______________
Prior year  Initials____________  Date ______________

OVERALL EVALUATION

Comments are expected for all levels of evaluation.

CHECK ONE:

☐ The faculty member performs at the expected level relative to the position description with the following areas of noted performance and/or with the following area(s) identified for growth:

☐ The faculty member generally performs at the expected level relative to the position description with the following area(s) identified for significant growth:

☐ The faculty member fails to perform at the expected level relative to the position description in the following ways:
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

Reviewer: ____________________________ Date: _____________
Reviewer: ____________________________ Date: _____________
Reviewer: ____________________________ Date: _____________
Reviewer: ____________________________ Date: _____________
Reviewer: ____________________________ Date: _____________

Review Acknowledged by:

Faculty Member ____________________________ Date: _____________
Response Attached: __Y__N

Division Chair ____________________________ Date: _____________
Response Attached: __Y__N

(Acknowledgment does not necessarily imply agreement)
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

JOB DESCRIPTION
Library Faculty

Librarian: ________________________    Rank ________________________
Director: __________________________
Effective from ______________________ to ______________________
              (date/event)                      (date/event)

This document describes the general job duties that have been mutually determined by the librarian and the Director. A written review of the librarian's performance of these duties will be prepared on an annual basis by an individual or committee designated by the professional Library staff. These written reviews will constitute one basis for decisions regarding renewal of contract, promotion, tenure, periodic performance review, and distribution of merit pay.

If a particular category of job duty does not apply, the category should be marked N/A

LIBRARY DUTIES

Primary area of responsibility

The faculty member will have primary responsibility for the following areas of Library programs and services:

The following data will be maintained for review by reviewer(s):

The following activities will be reviewed by peers and supervisor at least once during the year:

Reference

The faculty member will have the following number of student contact hours at the Reference Desk each week:

Reference service will be evaluated from yearly patron surveys
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

Reference service will be observed by peers or supervisor at least once during the year.

**Collection Development**

The faculty member will review, select, and weed materials in the following subject areas:

Selection activity will be monitored by the Collection Development Librarian and Director at least twice during the year.

**Bibliographic Instruction**

The instructor will perform the following number of bibliographic instruction sessions per year:

Session evaluation forms will be maintained for review by the reviewer(s).

Instruction activity will be observed by peer or supervisor at least once per year.

**SCHOLARLY ACTIVITY/PROFESSIONAL DEVELOPMENT**

The following is a list of activities that are considered to be scholarly/professional development for this instructor. They are arranged in order of relative value.
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

SERVICE

The following are categories of activities that constitute valuable service at each of the following levels:

Division:

College:

Community:

COLLEGIALITY

A fundamental responsibility of a faculty member is to maintain constructive and civil interactions with other members of the campus community. This aspect of faculty performance will be reviewed each year.

REVIEW

The review for this faculty member will be completed no later than: ____________________________ each year.

The instructor will file an updated Curriculum Vita in the unit office prior to the review date.

On______________(mm/dd/yy) the faculty of the Library designated the following person or committee to prepare a written review of all faculty members:

Faculty Member: ____________________________ Date: ________________

Division Chair: ____________________________ Date: ________________

Dean: ____________________________ Date: ________________
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

ANNUAL PERFORMANCE REVIEW

Library Faculty

Librarian:__________________________________________

Reviewers:__________________________________________

Academic Year_________________________ to _________________________

LIBRARY DUTIES

Primary area of responsibility

Comments:

Reference:

Comments:

Collection Development

Comments:
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

Bibliographic Instruction

Comments:


SCHOLARLY ACTIVITY

Comments:


SERVICE

Division:

College:

Community:
SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

COLLEGIALITY

A fundamental responsibility of a faculty member is to maintain constructive and civil interactions with other members of the campus community. Has this faculty member met this standard of professional conduct? If the answer is no, please attach an explanation.

\[ \text{yes} \quad \text{no} \]

REVIEW OF CURRICULUM VITAE

<table>
<thead>
<tr>
<th>Current year</th>
<th>Initials</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior year</td>
<td>Initials</td>
<td>Date</td>
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</tbody>
</table>

OVERALL EVALUATION

Comments are expected for all levels of evaluation.

CHECK ONE:

- The faculty member performs at the expected level relative to the position description with the following areas of noted performance and/or with the following area(s) identified for growth:

- The faculty member generally performs at the expected level relative to the position description with the following area(s) identified for significant growth:

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SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

Reviewer: _______________________________ Date: ____________
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Reviewer: _______________________________ Date: ____________

Review Acknowledged by:

Faculty Member _______________________________ Date: ____________
Response Attached: ____Y____N

Division Chair _______________________________ Date: ____________
Response Attached: ____Y____N

(Acknowledgment does not necessarily imply agreement)