

SECTION: 2.0 ACADEMICS

SUBJECT: GENERAL POLICY ON FACULTY EVALUATION

Background: This policy describes the purpose and process of creating the annual Job Description and completing the Annual Performance Review for faculty.

Point of Contact: Office of the Provost

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Instructional Deans

Date of approval by LCSC authority: July 2000

Date of State Board Approval: N/A

Date of Most Recent Review: December 2016

Summary of Major Changes incorporated in this revision to the policy: The Job Description was updated to include Advising/ Mentoring as a separate category; new overall evaluation categories were included.

1. EVALUATION: PURPOSE

- A. 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.
- B. Evaluation of instructional personnel at Lewis-Clark State College has several parts. The job description and annual performance review comprise the foundation. Other parts include advancement in rank, tenure, and periodic performance review.
- C. Division Chairs/Director, Deans, and the Provost are responsible for ensuring compliance with these policies.

2. GUIDELINES:

- A. 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 or library duties, advising and/or mentoring, scholarly/creative activity and professional development, service and collegiality. These procedures will recognize variations among disciplines and programs and standards of excellence for the profession as a whole.
- B. It is the responsibility of 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 annual evaluation cycle.
- C. 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,

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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 REVIEW PROCESS

3. JOB DESCRIPTION

Procedure:

- A. Each calendar year a Job Description will be developed for all instructional* and library faculty members. The Job Description for all instructional personnel will include five categories: teaching; advising and/or mentoring; scholarly/creative activity/ professional development; service; and collegiality. The Job Description for all library faculty will include four categories: library duties; scholarly/creative activity/ professional development; service; and collegiality. The faculty members of each unit are responsible for defining each category.

*Job descriptions are not required for adjunct faculty teaching six or fewer credits per semester.

- B. The Job Description will be a result of annual mutual negotiation between the individual faculty member and the Division Chair/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. Division Chair/Director Responsibilities: The Division Chair/Director is responsible for ensuring that the Job Description aligns with LCSC's role and mission and strategic plan. Any reduction or change in faculty teaching load must be approved in advance by the Provost.
 2. Dean Responsibilities: All Job Descriptions must be approved by the Dean. In the event that the faculty member and the Division Chair or Director cannot agree to a Job Description, the matter will be referred to the Dean, who will make the final decision.
 3. Timeline: Before March 1, the Division Chair or Director will meet with the faculty member to negotiate the Job Description for the calendar year [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.

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4. PEER REVIEW

- A. By majority vote at a division meeting, divisions will develop a system of peer review. The system of peer review (and the degree to which it informs the Division Chair or Director) shall be reviewed every three (3) years and voted on by members of the division.

5. ANNUAL PERFORMANCE REVIEW

- A. All personnel will be confidentially evaluated annually on assigned duties for a given contract period as established by the current year Job Description. The evaluator 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 the evaluator will give greater weight to quality of performance, rather than quantity of data.
- B. Evaluations shall be conducted by the Division Chair/Director. In the event that the Division Chair or Director is being evaluated, he or she will be evaluated by a faculty peer process and the Dean.
- C. For non-tenured faculty, the Division Chair/Director must include with the evaluation a recommendation about continued employment.
- D. The written annual evaluation will be used as a factor in decisions about reappointment, promotion, tenure, and periodic performance review.

1. Categories of Evaluation:

Instructional Faculty

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

2. Library Faculty

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

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3. Materials

- a). The faculty will determine by majority vote at a division meeting, the materials to be used in preparing the written Annual Performance Review. The list of materials used for evaluation will be reviewed every three (3) years by the members of the division.
- b). At minimum, the following materials are required (divisions may choose to have additional forms such as a peer observation form):
 - i. Current year Job Description
 - ii. Current student evaluations (Faculty must submit both numeric and student comment pieces of Student Course Evaluations)
 - iii. Current and updated Curriculum Vita (CV)
 - iv. Current course syllabi

The above materials shall be kept on file in the Division or Library office.

4. The Following Timelines Will Apply:

<i>Faculty Evaluation Timelines</i>					
Activity	Submit to	1 st Year Faculty	2 nd Year Faculty	Beyond 2 nd Year	Adjunct
Submit Materials for Evaluation	Division Chair or Director	January 15	October 24	February 1	May 15
Division Chair completes and submits Annual Performance Review	Deans	January 25	November 8	March 1	June 1
Deans submit recommendations	Provost	February 1	November 15	March 15	June 15

5. Procedure

- a) Divisions/Library will establish procedures and timelines for ensuring that required materials are available to the Division Chair/Director in a timely manner.
- b) The Division Chair/ Director will complete the Annual Performance Review form. If the review calls for a plan for improvement, see *Section 1.5* below.
- c) The Annual Performance Review, plans for development and improvement, and any response shall be signed by the faculty member and the Division Chair, and submitted to the Dean in accordance with Timeline.
- d) Development/Improvement Plan: If the faculty member agrees with the evaluation and areas for improvement in performance have been identified, the faculty member, together

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with the Division Chair/ Director are responsible for developing and carrying out a plan of improvement. Any such plan will be attached to the Annual Performance Review.

- e) If the faculty member does not agree with the preliminary Annual Performance Review, she or he may discuss the evaluation with the Division Chair/ Director. If, after this discussion they cannot agree, the faculty member may attach a response to the Annual Performance Review.

6. Resolving Conflicts:

- a). See LCSC Policy 2.115 Faculty Grievance Policy.

6. EVALUATION INSTRUMENTS

Job Description Form

- A. The Job Description is a general statement of each faculty member's job duties. It is negotiated by the faculty member and the Division Chair/Director, and must be approved by the Dean. The Job Description is developed annually, for the calendar year. Annual performance will be measured based on the current year Job Description. If any component of the form does not apply to an individual, it may be marked, "N/A." If any portion of workload is reassigned for other duties, the specific duties and responsibilities are attached to the Job Description. There are separate forms for instructional faculty and for library faculty.

[Calendar Year 2017 Job Description form for Instructional Faculty](#)

[Calendar Year 2017 Job Description form for Library Faculty](#)

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

Annual Performance Review Form

- A. The Annual Performance Review form parallels the Job Description form. It is used by the Division Chair/ Director to verify that the responsibilities outlined in the Job Description have been met, and to what extent. If any portion of workload was reassigned for other duties, the specific duties and responsibilities are evaluated and attached to the Annual Performance Review.

[Annual Performance Review form for Instructional Faculty](#)

[Annual Performance Review form for Library Faculty](#)

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JOB DESCRIPTION

Instructional Faculty

Faculty Member: _____ **Rank:** _____

Tenure Status: Non-Tenure _____ **Tenure-Track** _____ **Tenured** _____

Division: _____ **Division Chair:** _____

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 the Division Chair. 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. **If any portion of workload is reassigned as other duties, it should be noted here. Specific duties and responsibilities should be attached to this form.***

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

Curriculum Development

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

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ADVISING AND/OR MENTORING

- Average advising load within this program:
- Expected advising load for this faculty member:

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

SCHOLARLY/CREATIVE ACTIVITY/ PROFESSIONAL DEVELOPMENT

The following list of activities are considered to be scholarly for this instructor. They are arranged in order of relative value.

SERVICE

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

Division:

College:

Community and/or Profession:

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.

VITA

The instructor will file an updated Curriculum Vitae in the unit office as noted in the Important Dates calendar.

ANNUAL PERFORMANCE REVIEW TIMELINES

The review for this instructor will be completed no later than: (highlight one)

- January 25 – 1st Year Faculty
- November 8 – 2nd Year Faculty
- March 1 – 3^{rd+} Year Faculty
- June 1 – Adjuncts teaching more than 6 credits a semester

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SIGNATURES

Faculty Member: _____ Date: _____

Division Chair: _____ Date: _____

Dean: _____ Date: _____

This job description is contingent upon contract renewal for the following academic year.

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JOB DESCRIPTION

Library Faculty

Librarian: _____ **Rank:** _____

Tenure Status: Non-Tenure _____ **Tenure-Track** _____ **Tenured** _____

Director: _____

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 Library Director. A written review of the faculty member's performance of these duties will be prepared on an annual basis by the Library Director. 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. **If a Librarian has any portion of workload reassigned as other duties, it should be noted here. Specific duties and responsibilities should be attached to this form.***

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

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Collection Development

- The faculty member will review, select, and weed materials in the following areas:
- Selection activity will be monitored by the Collection Department 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 by the reviewer(s).
- Instruction activity will be observed by peer or supervisor at least once per year.

SCHOLARLY/CREATIVE ACTIVITY/ PROFESSIONAL DEVELOPMENT

The following list of activities are considered to be scholarly for this instructor. They are arranged in order of relative value.

SERVICE

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

Division:

College:

Community and/or Profession:

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.

VITA

The instructor will file an updated Curriculum Vitae in the unit office as noted in the Important Dates calendar.

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ANNUAL PERFORMANCE REVIEW TIMELINES

The review for this instructor will be completed no later than: (highlight/ check one)

- January 25 – 1st Year Faculty
- November 8 – 2nd Year Faculty
- March 1 – 3^{rd+} Year Faculty
- June 1 – Adjuncts teaching more than 6 credits a semester

SIGNATURES

Faculty Member: _____ Date: _____

Library Director: _____ Date: _____

Dean: _____ Date: _____

This job description is contingent upon contract renewal for the following academic year.

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ANNUAL PERFORMANCE REVIEW

Instructional Faculty

Faculty Member: _____	Rank: _____	
Tenure Status: Non-Tenure _____	Tenure-Track _____	Tenured _____
Division: _____	Division Chair: _____	
Effective From: _____	To: _____	
(date/event)	(date/event)	

TEACHING

Comments:

ADVISING AND/OR MENTORING

Comments:

SCHOLARLY/CREATIVE ACTIVITY/ PROFESSIONAL DEVELOPMENT

Comments:

SERVICE

Division:

College:

Community and/or Profession:

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 _____

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REVIEW OF CURRICULUM VITAE

Current Year: _____ Initials: _____ Date: _____

REASSIGNED DUTIES

If any portion of workload was reassigned as other duties, attach performance review of duties and responsibilities.

OVERALL EVALUATION

Comments are expected for all levels of the overall evaluation. CHECK ONE:

<input type="checkbox"/>	The faculty member substantially exceeds expectations. The following are areas of notable performance:
<input type="checkbox"/>	The faculty member meets expectations. The following are areas of notable performance:
<input type="checkbox"/>	The faculty member partially meets expectations with the following area(s) identified for significant growth:
<input type="checkbox"/>	The faculty member fails to meet expectations in the following ways:

Review Acknowledged by:

Division Chair: _____ Date: _____

Response Attached: Y N

Faculty Member: _____ Date: _____

Response Attached: Y N

Division Chair: _____ Date: _____

Response Attached: Y N

Dean: _____ Date: _____

(Acknowledgement does not necessarily imply agreement)

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ANNUAL PERFORMANCE REVIEW

Library Faculty

Librarian: _____	Rank: _____	
Librarian Status: Non-Tenure _____	Tenure-Track _____	Tenured _____
Director: _____		
Effective From: _____	To: _____	
(date/event)	(date/event)	

LIBRARY DUTIES

Primary area of responsibility:

Comments:

COLLECTION DEVELOPMENT

Comments:

BIBLIOGRAPHIC INSTRUCTION

Comments:

SERVICE

Division:

College:

Community and/or Profession:

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 _____

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REVIEW OF CURRICULUM VITAE

Current Year: _____ Initials: _____ Date: _____

REASSIGNED DUTIES

If any portion of workload was reassigned as other duties, attach performance review of duties and responsibilities.

OVERALL EVALUATION

Comments are expected for all levels of the overall evaluation. CHECK ONE:

<input type="checkbox"/>	The faculty member substantially exceeds expectations. The following are areas of notable performance:
<input type="checkbox"/>	The faculty member meets expectations. The following are areas of notable performance:
<input type="checkbox"/>	The faculty member partially meets expectations with the following area(s) identified for significant growth:
<input type="checkbox"/>	The faculty member fails to meet expectations in the following ways:

Review Acknowledged by:

Director: _____ Date: _____

Response Attached: ____ Y ____ N

Faculty Member: _____ Date: _____

Response Attached: ____ Y ____ N

Director: _____ Date: _____

Response Attached: ____ Y ____ N

Dean: _____ Date: _____

(Acknowledgement does not necessarily imply agreement)