
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.

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

- 1.0 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.
- 1.1 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.
- 1.2 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.
- 1.3 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.

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1.0 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.

1.1 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

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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.

1.2 Timelines: The following timelines will apply:

<i>Faculty Evaluation Timelines</i>					
Activity (Event)	Submit to	1st Year Faculty	2nd Year Faculty	Beyond 2nd Year Faculty	Adjunct
Submit Materials for Evaluation	Peer Evaluation Body	January 15	October 24	February 1	May 15
Evaluators & Division Chair complete and submit "Annual Evaluation"	Deans	January 25	November 8	March 1	June 1
Deans submit recommendations	Provost	February 1	November 15	March 15	June 15

- 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.

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- 1.3 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."

- 1.4 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.

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JOB DESCRIPTION
Instructional Faculty

Faculty Member: _____	Division: _____
Division Chair _____	Rank _____
Effective from _____ (date/event)	to _____ (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
____ % **OF ALL DUTIES**

Instruction (____ % of teaching duties, optional)

- 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:

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

Curriculum development (____% of teaching duties, optional)

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

Advising (____% of teaching duties, optional)

- 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
____% OF ALL DUTIES**

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

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SERVICE
_____ % OF ALL DUTIES

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

Division (_____ % of service duties, optional)

College (_____ % of service duties, optional)

Community (_____ % of service duties, optional)

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.

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ANNUAL PERFORMANCE REVIEW

Instructional Faculty

Faculty Member: _____	Division: _____
Reviewers: _____	
Academic Year _____ to _____	

* Rationale for "inadequate" ratings and suggestions for improvement must be attached.
† Attach comments as necessary; documentation of exemplary performance is encouraged.

TEACHING
(_____ % OF ALL DUTIES)

Instruction (_____ % of teaching duties, optional)

Aspect	Inadequate*	Adequate†	Initials	Date
Syllabi				
Student Evaluation				
Instructional Activity				
Other (list)				

Curriculum development (_____ % of teaching duties, optional)

Aspect	Inadequate*	Adequate†	Initials	Date

Advising (_____ % of teaching duties, optional)

Performance	Inadequate*	Adequate†	Initials	Date

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Load	Too Low*	Adequate†	Too High*	Initials	Date
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SCHOLARLY ACTIVITY
(____ % OF ALL DUTIES)

Aspect	Inadequate*	Adequate†	Initials	Date
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SERVICE
____ % OF ALL DUTIES

Division (____ % of service duties, optional)

Activity	Inadequate*	Adequate†	Initials	Date
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College (____ % of service duties, optional)

Activity	Inadequate*	Adequate†	Initials	Date
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Community (____ % of service duties, optional)

Activity	Inadequate*	Adequate†	Initials	Date
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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 _____

NARRATIVE SUMMARY

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)

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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
_____ **% OF ALL DUTIES**

Primary area of responsibility (_____ % of Library duties)

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 (_____ % of Library duties)

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

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

Collection Development (____ % of Library duties)

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 (____ % of Library duties)

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
__% OF ALL DUTIES**

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.

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SERVICE
_____ % OF ALL DUTIES

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

Division (_____ % of service duties, optional)

College (_____ % of service duties, optional)

Community (_____ % of service duties, optional)

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: _____

ANNUAL PERFORMANCE REVIEW

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Library Faculty

Librarian: _____
Reviewers: _____
Academic Year _____ to _____

* Rationale for "inadequate" ratings and suggestions for improvement must be attached.
† Attach comments as necessary; documentation of exemplary performance encouraged.

LIBRARY DUTIES
_____% OF ALL DUTIES

Primary area of responsibility (_____% of Library duties)

Aspect	Inadequate*	Adequate†	Initials	Date
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Reference (_____% of Library duties)

Aspect	Inadequate*	Adequate†	Initials	Date
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Collection Development (_____% of Library duties)

Aspect	Inadequate*	Adequate†	Initials	Date
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Bibliographic Instruction (_____% of Library duties)

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Aspect	Inadequate*	Adequate†	Initials	Date
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SCHOLARLY ACTIVITY
_____ % OF ALL DUTIES

Activity	Inadequate*	Adequate†	Initials	Date
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SERVICE
_____ % OF ALL DUTIES

Division (_____ % of service duties, optional)

Activity	Inadequate*	Adequate†	Initials	Date
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College (_____ % of service duties, optional)

Activity	Inadequate*	Adequate†	Initials	Date
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Community (_____ % of service duties, optional)

Activity	Inadequate*	Adequate†	Initials	Date
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yes _____ no _____

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Reviewer: _____ Date: _____

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Review Acknowledged by:

Faculty Member _____ Date: _____

Response Attached: ___Y ___N

Division Chair _____ Date: _____

Response Attached: ___Y ___N

(Acknowledgment does not necessarily imply agreement)