

## CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM# 7200 (March 19, 1982)

SUBJECT: Faculty Evaluation Procedures

A. References:

1. Board of Regents By-Laws and Policies, Section 9-15, October 16, 1981.
2. Evaluation of Board of Regents Appointees, Executive Policy 9.203, October 1981.
3. President Matsuda's 3/10/82 Memo to Chancellor.

B. Purposes:

1. To improve overall instruction, and
2. To evaluate the faculty member's work performance.

Based upon these evaluation results, professional development opportunities may be planned and provided for faculty members who can benefit from them.

C. Responsibilities:

1. Chancellor for Community Colleges:
  - a. Develops systemwide guidelines and procedures for faculty evaluation (attachment).
  - b. Consults with faculty members who may believe that their evaluations were unwarranted or inappropriate.
2. Provosts (and other equivalent CC executive):
  - a. Establishes campus procedures and evaluation schedules.
  - b. Notifies faculty members by April 1 of their scheduled evaluations. The evaluation period shall be between October - December of each year.
  - c. By February 1 of each year, submits a completion report to the Chancellor on the previous year's program noting that schedule was met; deviations, if any; and planned follow-up actions as applicable.

D. Revisions:

None.

Dewey H. Kim  
Chancellor for Community Colleges

Attachment

FACULTY EVALUATION FORM

Community Colleges

Date Received \_\_\_\_\_  
(By Office of Provost)

TO BE COMPLETED BY FACULTY MEMBER:

Name: \_\_\_\_\_ College: \_\_\_\_\_

Year Tenured: \_\_\_\_\_ Tenured at Range: C- Current Range: C-

Date last promoted: \_\_\_\_\_ Date last received Merit Award: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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TO BE COMPLETED BY PROVOST OR DESIGNEE:

Faculty Member is being evaluated based on duties and responsibilities of Range \_\_\_\_\_

Faculty Member's performance evaluation for the past 5 years is judged to be:

\_\_\_\_\_ Exceeds duties and responsibilities for range.

\_\_\_\_\_ Meets duties and responsibilities for range.

\_\_\_\_\_ Does not meet duties and responsibilities for range.

Comments:

Provost's Signature: \_\_\_\_\_

## EVALUATION OF COMMUNITY COLLEGE FACULTY

1. Purposes of the evaluations are to (a) improve overall instruction, and (b) evaluate the faculty member's work performance. Based upon these evaluation results, professional development opportunities may be planned and provided for faculty members who can benefit from them.
2. Faculty members shall be evaluated at least once every five years. The first round of evaluation shall take place in the Spring of 1982; thereafter, evaluations shall take place during October-December of each year.
3. Evaluations of faculty members will generally be confined to home campus reviews.
4. At least 20 percent of the faculty members will be evaluated in each year of the five-year evaluation cycle. (Faculty members who are evaluated each year for contract renewal purposes are not to be counted more than once in a five-year period in setting a year's 20 percent quota.) For the initial evaluation period in Spring 1982 and in each of the second, third, and fourth years, a total of at least 20 percent of the faculty from those evaluated for other applicable purposes, volunteers, and/or faculty members selected on the basis of their last evaluation dates will be or be considered as having been evaluated. In the fifth year, all other faculty members who had not yet been evaluated during the previous four years will be evaluated.
5. Faculty members exempted from the five-year evaluation cycle include the following:
  - a. those who have been evaluated for reappointment or similar in-depth reviews during the preceding five years;
  - b. those who have been evaluated for tenure within the preceding five years;
  - c. those who have been evaluated for promotion within the preceding five years (pre-1978 range advancements do not count); and
  - d. those who have been awarded merit pay increases within the preceding five years.
6. The faculty member shall submit information regarding the nature and extent of his/her contributions in each of the areas of duties and responsibilities of her/his range as specified in the Classification of Community College Faculty policy adopted by the Board of Regents in 1977. Evidence relating to the quality of these contributions should be included.
7. The evaluation instrument shall be developed by the Chancellor. Faculty governance organizations should be given an opportunity to participate in the development of the form and format of the instrument.

## PROCEDURES FOR FACULTY EVALUATION

1. Campus head or designee(s) notifies faculty member at least 6 months in advance that he/she will be evaluated.
2. Faculty member submits his/her evaluation materials to campus head by deadline.
3. Campus head or designee(s) evaluates faculty member.
4. Campus head or designee(s) notifies faculty member of the results of the evaluation. If the evaluation reveals meritorious performance, campus head or designee(s) will inform such faculty member of the availability of programs designed to recognize meritorious performance, e.g., annual merit awards, excellence in teaching award, internship, fellowship, etc. If evaluation reveals a need for improvement, the faculty member and campus head or designee(s) will jointly develop a professional improvement plan, and follow-up reviews on the progress being made may be scheduled for any year prior to the next five-year evaluation cycle if appropriate.
5. If the faculty member believes that the results of the evaluation are unwarranted or inappropriate, he/she may consult with the Chancellor or an official designated by the Chancellor.

Name \_\_\_\_\_  
Date \_\_\_\_\_

FACULTY EVALUATION FORM  
Community Colleges

Areas of evaluation for community college faculty members are the duties and responsibilities or the faculty member's current range in the Classification of Faculty in the Community Colleges. (Use the duties/responsibilities for each range on the attached sheet.) Each duty/responsibility may be addressed on a separate sheet if desired, but try not to use more than one page per duty/responsibility. In the two columns, cite the activities undertaken for the past five years under each duty/responsibility and the specific results or benefits derived from the undertakings. List activities by years, starting with five years ago and ending with current year. Please asterisk (\*) activities for which you received compensation or released time.

Duty/Responsibility Being Addressed on This Page:

Year	Activities	Year	Results/Benefits
	(Make a separate entry for each activity)		

Minimum Qualifications and Duties Responsibilities  
Classification of Faculty in the Community Colleges

Acting Instructor I

1. Generally qualified to perform the duties/responsibilities of an Instructor II.

Instructor II:

1. Conduct courses of instruction.
2. Counsel students and assist in campus-related student activities.
3. Identify student learning needs and implement constructive responses to them.
4. Develop and maintain an approved program of professional self-improvement.
5. Prepare and revise course objectives.
6. Plan, organize and carry out independently instructional and non-instructional assignments.
7. Perform related duties as assigned.

Instructor III:

1. Evidence of positive progress on professional improvement and development.
2. Adapt teaching and/or counseling to learning needs of individual students.
3. Keep abreast with teaching and academic field or related disciplines through study, work experience, course work or in-service training, participation in staff development programs, and maintenance of active liaison with occupational and professional groups related to the teaching area.
4. Involve self with divisional concerns other than assigned courses.
5. Serve with a committee or activity within or beyond the division.
6. Give community service through professionally related activities.
7. Assist in the analysis of instructional effectiveness.
8. Perform related duties as assigned.

Instructor IV:

1. Substantial professional improvement and development beyond Instructor III level.
2. Demonstrated ability to plan, organize and supervise work of assistants where applicable.
3. Teach and/or counsel in a superior manner.
4. Participation in coordinating and maintaining a course offering or course sequence.
5. Analyze program as well as instructional effectiveness.
6. Develop programs and refine teaching methodologies in response to these analyses.
7. Conduct studies of campus-related activities.
8. Serve, when asked, as member of college or systemwide committees.
9. Assist in planing and directing the campus educational programs.
10. Perform related duties as assigned.

Instructor V:

1. Demonstrated and recognized academic, teaching, and/or counseling and work achievement.
2. Exemplary professional improvement experience.
3. Have outstanding expertise of the subject matter.
4. Substantial professional contribution to the field of teaching and/or counseling, field of knowledge, the college and the community.
5. Provide leadership and assistance to junior staff members in becoming more effective teachers and/or counselors.
6. Design, maintain and coordinate major instructional programs.
7. Provide leadership in analyses of instructional and program effectiveness and in the development of programs and technologies in response to these analyses.
8. Provide leadership in staff development projects designed to keep faculty abreast of teaching methods, their academic fields or related disciplines.
9. Serve, when asked, as chairperson or member on major committees of the division, campus, or system.
10. Make contributions to planning and directing the campus educational program.