



# North Hennepin Community College

## Procedure Information

**Number:** 4.9.1

**Name:** Faculty Evaluation Procedure

**Author:** Policy Committee

**Effective Date:** March 28, 2019

**Next Review Date:** Fall 2023

### **Regulatory Authority:**

- Minnesota State Board Policy 4.9 – Employee Evaluation
    - <http://www.minnstate.edu/board/policy/409.html>
  - MN Statute 43A.20 – Performance Appraisal and Pay
    - <https://www.revisor.mn.gov/statutes/?id=43a.20>
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## Part 1. Procedure Background

In accordance with Minnesota State Board Policy Employee Evaluation Policy, the following procedures will be utilized to implement the faculty evaluation process.

## Part 2. Definitions

### **Subpart A. Adjunct Faculty Member**

A faculty member who works fewer than five (5) credits in a term.

### **Subpart B. Probationary Faculty Member**

An unlimited full-time or unlimited part-time faculty member who has not completed the required probationary period.

### **Subpart C. Temporary Part-Time Faculty Member (TPT)**

A faculty member with a part-time assignment of five (5) or more credits in a semester or a summer session.

### **Subpart D. Temporary Full-Time Faculty Member (TFT)**

A faculty member with a full-time assignment for an academic year. Temporary full-time positions do not carry the assumption that such employment will continue on a full-time basis.

#### Subpart E. Unlimited Full-Time Faculty Member (UFT)

A faculty member with a full-time assignment for an academic year that carries the assumption that such employment will continue on a full-time basis in subsequent years.

#### Subpart F. Unlimited Part-Time Faculty Member (UPT)

A faculty member with a part-time assignment between forty percent (40%) and eighty percent (80%) over an academic year that carries the assumption that such employment will continue on a part-time basis in subsequent years.

### Part 3. Evaluation Methods

Faculty should work collaboratively with their dean to determine which of the potential evaluation methods will be used for their annual evaluation each year. Evaluation methods may include any of the following:

#### Subpart A. Classroom Visit

The supervisor observes the faculty member's teaching in the classroom. The supervisor may observe the faculty member in any format in which the faculty teaches, including, but not limited to, traditional lecture, lab, clinical, seminar, online, etc. The classroom visit will be scheduled collaboratively between the faculty and the supervisor. Following the classroom visit, the supervisor will prepare a written report documenting the classroom visit and review said report with the faculty member within 30 business days.

#### Subpart B. Learner Outcome Assessment

Learner Outcome Assessments measure the effectiveness of pedagogical strategies and student learning. Learner Outcome Assessments may comprise the student evaluation component of faculty evaluation if mutually agreed upon by the faculty member and the supervisor.

#### Subpart C. Peer Evaluation

The faculty member may request to be evaluated by a peer. Peer evaluation can take the same form as a supervisor's classroom visit and must be documented. Contents of the evaluation may be shared with the supervisor at the discretion of the faculty member who requested the evaluation. Alternatively, the faculty member may submit a personal reflection of their peer review experience.

#### Subpart D. Self-evaluation

The self-evaluation is completed by the faculty member and includes the following:

1. An assessment of strengths, weaknesses, and plans for improvement as a faculty member.
2. A statement of help, assistance, or guidance needed to continue professional development.
3. A statement of near-term and long-range professional goals.
4. A review of any previous self-evaluations and a status update on progress towards the faculty member's near-term and long-range professional goals.
5. Any relevant supporting materials.

### Subpart E. Student Feedback

Student feedback provides data from students about the faculty member. Standardized student feedback, customized student feedback, and learner outcome assessments are all valid forms of student feedback.

Customized student feedback consists of forms developed by the faculty member in consultation with the faculty member's supervisor. Customized student feedback forms are administered to all students enrolled in one or more of the faculty member's courses.

Standardized student feedback consists of forms developed by the College. Standardized student feedback forms are administered to all students enrolled in one or more of the faculty member's courses.

When student feedback is part of the evaluation process, the form of student feedback will be determined through consultation between the supervisor and the faculty member.

### Subpart F. Other Methods of Evaluation (optional)

Faculty may coordinate with their supervisor to determine materials to be used for this evaluation option.

## Part 4. Evaluation Planning

Each year supervisors and faculty will collaborate to develop and maintain a schedule for faculty evaluation and provide a copy of that schedule to Human Resources.

### Subpart A. Schedule of Evaluation

1. All new faculty, regardless of their hiring status, will be evaluated by their supervisor by the end of their first year of employment at North Hennepin Community College.
2. Probationary faculty will be evaluated by their supervisor each semester of probationary status. Probationary faculty and supervisors will coordinate which form of evaluation will happen each semester during probation, encompassing at least five forms of evaluation over the probationary period. Supervisors shall complete the evaluation of probationary faculty in their final semester of probation no later than October 15 or March 15 of that final semester. Probationary faculty must successfully complete the requisite probationary status in accordance with the MSCF collective bargaining agreement before becoming an unlimited faculty member. The Provost will notify probationary faculty in writing of unlimited full time status or non-renewal by no later than one month prior to the end of last probationary semester.
3. All faculty, other than probationary faculty or first-time adjunct or temporary faculty, will be evaluated annually in the semester assigned by their supervisor, unless the supervisor determines that more frequent evaluation is necessary.
4. Non-teaching faculty will follow the same evaluation schedule as teaching faculty, based on their hiring status.

### Subpart B. Meeting Between the Supervisor and the Faculty Member

At the beginning of the evaluation cycle, the supervisor will communicate with the faculty member for the purpose of explaining the process, describing the faculty member's responsibilities in the process, and providing a timeframe for completion.

## Part 5. Recordkeeping

### Subpart A. Faculty Responsibilities

The faculty member will assist in the preparation and compilation of evaluation materials if included in the evaluation plan.

1. Faculty will coordinate with supervisors in scheduling classroom visits.

Faculty will administer customized student feedback forms or assemble documentation of learner outcome assessments.

2. Faculty will assist with the administration of standardized student feedback as appropriate.
3. Faculty will compose their self-evaluation.
4. Faculty will be responsible for contacting and scheduling a peer review. Faculty are also responsible for ensuring that proper documentation of a peer review is provided to the supervisor.
5. Faculty will coordinate with supervisors to complete the annual evaluation process.

### Subpart B. Supervisor Responsibilities

The supervisor will prepare a written summary of the evaluation, including outcomes and recommendations. The supervisor will then share the summary with the faculty. The summary will be submitted to Human Resources within 30 business days to be placed in the faculty member's official personnel file.

### Subpart C. Faculty Rights

The faculty member may submit a written response to the supervisor's evaluation to be included in the faculty member's official personnel file.

### Subpart D. Location of Records

Evaluation materials will be maintained in the supervisor's office. The supervisor will confirm that faculty have received standardized student feedback once the faculty evaluation process is complete.

## Part 6. Contents of Evaluation

### Subpart A. Faculty in their First Semester Teaching at North Hennepin Community College

Evaluation for faculty in their first semester of teaching at North Hennepin Community College must include the following:

1. Supervisor's classroom visit with written report.

2. Student feedback.

#### Subpart B. Probationary Faculty

Probationary faculty must collaborate with their dean and rotate through at least three of the different evaluation methods identified in Part 3. Specific methods should be chosen in collaboration with their dean. Annually, probationary faculty will complete a self-evaluation.

Probationary faculty will develop a teaching portfolio to be submitted to the supervisor at the end of their probationary period. The teaching portfolio will include:

1. Annual self-reflections.
2. Materials associated with their chosen evaluation methods.
3. Faculty selected evidence of contributions to the campus community.
4. Sample syllabi and course assignments.
5. Other materials as identified by the faculty member.

#### Subpart C. All Other Teaching Faculty

Evaluation for all other faculty must rotate through at least three different evaluation methods described in Part 3 over a three-year cycle.

#### Subpart D. Non-teaching Faculty

The evaluation of non-teaching faculty will include input from multiple sources, selected by the supervisor in consultation with the faculty member. Possible input sources include any of the evaluation methods described in Part 3.

## Part 7. Faculty Evaluation Criteria

#### Subpart A: All Faculty

The following criteria are applicable for evaluating all faculty:

1. Demonstrates concern for student success
  - a. Treats students with dignity and respect in a courteous and professional manner;
  - b. Demonstrates culturally responsive, equitable, and inclusive practices;
  - c. Is available to students to discuss (1) the student's academic progress, (2) career opportunities in the faculty member's assigned field, and (3) other issues as appropriate;
2. Maintains office hours.
3. Fulfills professional development responsibilities:
  - a. Maintains currency in credential field;
  - b. Engages in professional development activities.

4. Fulfills responsibilities to the College:
  - a. Demonstrates effective organization and planning;
  - b. Completes administrative clerical requirements associated with his/her position in an accurate and timely manner (such as, but not limited to, grade reports, last date of attendance requests, requisitions, textbook orders, library purchases, student reports, etc.);
  - c. Adheres to established department standards, College policies/procedures, and ethical/legal standards;
  - d. Attends and participates in department/division/College meetings and activities;
  - e. Participates in College service activities, governance, and community service.
5. Demonstrates collegiality:
  - a. Communicates, coordinates, and works cooperatively and effectively with others;
  - b. Demonstrates respect for diversity and equity across campus;
  - c. Serves as a good steward of College resources.

#### Subpart B: Teaching Faculty

The following criteria are applicable for evaluating teaching faculty:

1. Holds class during scheduled classroom hours;
2. Prepares comprehensive, accurate, and up-to-date syllabi, and communicates them to students;
3. Adheres to syllabus and other course policies;
4. Develops course materials that reflect current trends in the faculty member's credentialed field;
5. Communicates subject matter clearly, accurately, and effectively;
6. Relates course material to other areas where appropriate;
7. Incorporates learning strategies appropriate to the classroom diversity and inclusion;
8. Maintains order in the classroom;
9. Provides relevant out-of-class learning activities;
10. Provides clear assignments or directives to students;
11. Evaluates student progress accurately, impartially, and in a relevant and timely manner;
12. Keeps students informed of their progress in a regular, relevant, and timely manner;
13. Demonstrates competence in the teaching/learning process;

14. Provides opportunities for student participation in the teaching/learning process.

### Subpart C: Non-teaching Faculty

The following criteria are applicable for evaluating non-teaching faculty:

1. Performs duties in an accurate and timely manner;
2. Provides effective service to meet student and College needs;
3. Achieves goals as articulated in the faculty member's professional development plan;
4. Other criteria (as determined mutually by supervisor and faculty member).

## Part 8. Campus Review

Review Action	Date(s)
Campus Community Review Period	02-Nov-2018 through 21-Nov-2018
AFSCME Review	December 2018
Diversity, Equity, and Inclusion Committee	10-Dec-2018
MAPE Review	December 2018
MMA Review	December 2018
Shared Governance Council Review	14-Dec-2018
Student Senate Review	6-Dec-2018
President Approval	28-Mar-2019
Campus Community Dissemination	April 2019

## History

- Adoption under Ann Wynia on 12-19-07 as VI.07.06.01
- Revised Spring 2013
- Revised Spring 2018
- Reviewed Fall 2018