Overview

All full-time faculty members will receive a written performance evaluation by the supervisor/chairperson based on three areas: Teaching, Service, and Professional Growth. As stated in the Faculty Position description, the relationship of the faculty member to the student is one of leader, teacher, advisor, and facilitator of learning. Faculty members will uphold the mission and values of the colleges and foster effective working relationships with students and colleagues.

Each faculty member will submit the necessary/relevant evaluation materials in a packet to the department chairperson. Beginning in Fall 2012, the packet will be a self-contained electronic format (e.g., CD, flashdrive, etc.—not a reference to a website) following established guidelines.

The following guidelines are provided to facilitate coordination among institutional processes for faculty performance evaluation, tenure review, and promotion in rank.

Faculty Performance Evaluation Guidelines

The following procedure guidelines have been established in regards to the Faculty Evaluation Process for continuous improvement in instruction and are required to be eligible for Promotion and/or Tenure with the Alamo Colleges.

GENERAL STATEMENTS

1. The basic criterion on which all employees will be evaluated is the description of the job for which they are currently employed along with specific duties which may be assigned. Accurate and updated position descriptions and lists of specific duties must be available to the employee and supervisor prior to the evaluation process.

2. A formal session between faculty and supervisor/chairperson will be held annually for the purpose of discussing mutual expectations and progress of employees. Informal sessions between faculty and chairperson are encouraged, especially when reservations about performance exist.

3. All faculty shall receive a written evaluation from the appropriate supervisor/chairperson either annually or every two years as required.

4. During each portion of the evaluation process, the faculty member shall submit all material requested in the process.

5. Faculty chairs/supervisors will be evaluated according to guidelines established specifically for chairs/supervisors.

The following table provides a timeline for Faculty Performance Evaluations:
### D.7.1.2 (Procedure) Faculty Performance Evaluations

Responsible Department: Vice Chancellor for Academic Success
Based on Board Policy: D.7.1 - Employee Evaluations
Approved: 6-1-12
Last Amended:

<table>
<thead>
<tr>
<th>Evaluation Tool</th>
<th>Adjunct Faculty</th>
<th>Full-time Non-Tenured Faculty</th>
<th>Full-time Temporary Faculty</th>
<th>Full-time Tenured Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Evaluations (in accordance with HB 2504)</td>
<td>Every Semester (all classes)</td>
<td>Every Semester (all classes)</td>
<td>Every Semester (all classes)</td>
<td>Every Semester (all classes)</td>
</tr>
<tr>
<td>Classroom Observations</td>
<td>1st two teaching semesters, once/year after first year for next 5 years, and every other year thereafter</td>
<td>Each fall semester</td>
<td>Each fall semester</td>
<td>Every other fall semester (same academic year as Faculty Evaluation by Chairperson)</td>
</tr>
<tr>
<td>Peer Review Evaluation</td>
<td>n/a</td>
<td>Each spring semester</td>
<td>n/a</td>
<td>Spring prior to year applying for Promotion</td>
</tr>
<tr>
<td>Faculty Self-Evaluation</td>
<td>n/a</td>
<td>Each Spring semester</td>
<td>Each Spring semester</td>
<td>Each spring semester</td>
</tr>
<tr>
<td>Faculty Evaluation by Chairperson</td>
<td>n/a</td>
<td>Each spring semester (after peer review and faculty self-evaluation are complete)</td>
<td>Each spring semester (after peer review and faculty self-evaluation are complete)</td>
<td>Every other spring semester</td>
</tr>
</tbody>
</table>

### TIMELINES/REQUIREMENTS FOR FACULTY PERFORMANCE EVALUATION, PROMOTION REVIEW, AND TENURE REVIEW

1. Classroom Observation
D.7.1.2 (Procedure) Faculty Performance Evaluations
Responsible Department: Vice Chancellor for Academic Success
Based on Board Policy: D.7.1 - Employee Evaluations
Approved: 6-1-12
Last Amended:

a. All full-time faculty who do not have tenure will be observed by Chairperson/designee each fall semester of employment.
b. Full-time temporary faculty will be observed by chair/designee each fall of employment.
c. All faculty applying for Promotion will be observed by Chairperson/designee during the fall semester prior to applying for Promotion.
d. All tenured faculty will be observed by Chairperson/designee every other fall semester in the same year as the Faculty Evaluation by Chairperson.
e. Any faculty member may request a reasonable number of additional classroom observations by chair or peers at any time. Additional observations may occur at any time at request of the Chairperson.
f. On-the-job observations will be used for faculty counselors and faculty librarians.
g. The Classroom Observation Form (Exhibit A) will be used.

2. Student Evaluations
a. Faculty will be evaluated in all classes each semester in accordance with HB 2504.
b. Both counselors and librarians will elect committees to establish criteria for administration and development of student surveys to be used in the Counseling and Learning Resources areas.
c. Electronic Student survey form (Exhibit B includes questions) will be used. Colleges/departments have the option of adding up to six evaluative statements specific to the college/department.

3. Peer Review Evaluation
a. All full-time faculty who do not have tenure will have a peer review evaluation each spring semester prior to receiving tenure.
b. Full-time tenured faculty will go through the peer review process during the spring semester prior to applying for Promotion.
c. Peer evaluation will be accomplished by a committee of no fewer than three tenured faculty members mutually agreed upon by the chair/supervisor and the faculty member being evaluated. If they cannot agree, then the President of the College or designee shall appoint the committee. The committee will be selected from within the department or related departments.
d. Included in the evaluation are:
   i. Classroom visitation(s) and/or other on-the-job observation(s) to be scheduled at the mutual consent and convenience of all affected persons;
D.7.1.2 (Procedure) Faculty Performance Evaluations

Based on Board Policy: D.7.1 - Employee Evaluations

ii. Review of Teaching Materials to include syllabi, class assignments/projects/exams, evaluation criteria, samples of graded materials/assignments, curriculum development activities
e. Evidence of service and professional growth which may include but is not limited to: service to the department, college, profession/discipline; attendance at conferences/seminars; presentations at conferences; educational advancement.
f. Peer Evaluation Form (Exhibit C) will be used.

4. Faculty Counselors and Librarians will use Peer Evaluation Form (Exhibit C).

5. Faculty Self-Evaluation
   a. All full-time faculty will submit Faculty Self-Evaluations to the Chairperson every Spring Semester prior to the Faculty Evaluation by Chairperson. Faculty Evaluation by Chair is required for tenured faculty the spring prior to applying for Promotion
   b. The Faculty Self-Evaluation (Exhibit D) will be used.

6. Faculty Evaluation by Chairperson
   a. All faculty who do not have tenure will receive a Faculty Evaluation by Chairperson late in the Spring semester each academic year.
      i. Chairperson will need classroom observation, student surveys, self-evaluations, and peer review documents in order to complete the Faculty Evaluation. It is the responsibility of each faculty member to submit all documentation to the Chairperson.
   b. All tenured faculty will receive a Faculty Evaluation by Chairperson late in the Spring semester every other academic year.
      i. Chairperson will need classroom observation, student surveys, and annual self-evaluations in order to complete the Faculty Evaluation. It is the responsibility of each faculty member to submit all documentation to the Chairperson.
   c. Faculty Evaluation by Chair Form (Exhibit E) will be used.
   d. Faculty Counselors and Librarians will be evaluated by chair/supervisor using appropriate Librarian/Counselors Faculty Evaluation by Chair/Supervisor (Exhibit F).
   e. All faculty evaluations by chair/supervisor will be reviewed by appropriate dean or vice president. Administrative oversight is expected for every faculty member that has less than satisfactory Chair/Supervisor evaluations and actions required will be shared by dean or vice president with vice president and president.