

3354:1-30-08 Policy on Faculty Evaluation

- (A) In order to recognize, maintain, and improve the total effectiveness of the faculty of the College, the performance of all faculty members employed by the College will be evaluated in writing in accordance with the provisions of this policy. The policy is intended to provide for the assessment of individual performance and to encourage improvement in achieving the educational goals of the College. The evaluation system provides for improvement of the quality of instruction, for encouragement of professional growth and development, and for informed personnel decisions.
- (B) The written evaluations prescribed herein will be considered prior to personnel decisions including, but not limited to, reassignment, contract renewal for non-tenured faculty, termination, and the granting of academic rank and tenure.
- (C) The evaluation procedures of the College will provide multiple sources of information on faculty performance. The sources include evaluation by self, peers, students, supervisors, and other appropriate sources. The performance evaluative categories may include teaching (direct instruction), student learning, counseling, library services, service (either College, student public, or professional service), research, clinical care, professional development/creative endeavors and administrative/other service (such as faculty coordination). The categories applied annually will only reflect those areas in which the faculty has 5% or more of their workload. The combination of information sources and performance categories for each faculty member's evaluation will be agreed upon between the faculty member and his/her immediate supervisor, but at a minimum will include evaluation by self, the immediate supervisor and the faculty member's students. Other sources agreed upon by the faculty and immediate supervisor may also be included. In accordance with the procedure, any forms used to collect such information will be standardized across the College.
- (D) Written evaluations will be required as follows:
 - (1) Student evaluations will account for at least 25% of the teaching area component of the evaluation.
 - (2) A written evaluation of the performance of each full-time tenure-track and tenured faculty member will be conducted annually.

(3) A written evaluation for each full-time lecturer will be conducted by the immediate supervisor during the initial semester of service and, thereafter, at least once per academic year.

(4) A written evaluation of each adjunct or part-time lecturer, based on classroom observance and student evaluations, will be conducted by the immediate supervisor, or the supervisor's designee, during the initial semester of service and, thereafter, at least once every two academic semesters during which the adjunct or part-time lecturer performs services for the College.

(This provision does not apply to full-time tenure or tenure-track faculty or full-time lecturers who perform additional assignments as part-time lecturers.)

(5) Original copies of written evaluation reports for full-time faculty, lecturers and adjuncts will be kept in the district office of human resources. Each faculty member will be provided with a copy of his/her evaluation by the supervisor before it becomes an official College record. The faculty member may prepare a written response to the evaluation. If such a written response is submitted, it will be made part of the official College record. Disagreements arising from faculty evaluations will be resolved through the following process: Evaluations shall be conducted by the associate/assistant dean or equivalent administrator, reviewed and approved or disapproved by the dean, and submitted to the provost for review. If there is disagreement between the associate/assistant dean and dean, the provost shall have final decision authority.

(5) Appeals

- a) Appeals of the final evaluation will be conducted as follows to the extent permissible by law: An Informal Consultation will be held within 15 days of the final evaluation between the faculty member and the Asst. Dean/Assoc. Dean to discuss and resolve the faculty members' concerns with the evaluation.
- b) If they are unsuccessful, a formal appeal to the Dean must be filed either 15 working days from the impasse or the 15th working day from the initial informal consultation, whichever comes first. Within ten (10) days of the filing of the appeal, a meeting on the appeal will be held between the Dean, the faculty member, and if the member so elects, a representative of CCC-AAUP. Following this meeting the Administrator will issue a written answer to the Appeal within seven (7) working days of the hearing or the Appeal is automatically escalated.
- c) If the appeal is not satisfactorily resolved following the Appeal hearing, the faculty member may in writing appeal the decision, specifying why the Appeal decision was in error, to the Campus President/Vice President of Faculty & Academic Affairs within seven (7) working days of the written answer to the appeal. The Campus President/Vice

President of Faculty & Academic Affairs will hold an resolution meeting with the faculty member, and if they so elect, a member of CCC-AAUP within ten (10) working days after receipt of the decision. The Campus President/Vice President of Academic Affairs will issue a written decision within seven (7) working days after the close of the resolution meeting or the Appeal automatically escalates to the Provosts Office or their designee.

- d) The faculty member may appeal the decision in writing within seven (7) working days after receipt and must specify the reasons the previous decision was in error. The Executive Vice President will hold a meeting with the faculty member and CCC-AAUP within ten working days of receiving the decision of the Provost and will render a written response within seven (7) working days after the close of the meeting referenced in paragraph (c) above.
 - e) If the faculty member is dissatisfied with the decision of the Provosts Office, the faculty member or CCC-AAUP may refer the matter to binding arbitration within ten (10) working days after the issuance of the Provost Office's decision or by agreement of the parties. Arbitration will be limited to reviewing the College's recommendations of "for-cause termination" and procedural challenges to the appeals process. Notwithstanding any of the timelines set forth above, the parties may agree upon another expedited arbitration procedure.
- (E) Evaluations will establish a projected work effort distribution for the faculty member for the next year, which shall be used during next year's evaluation.
 - (F) After completion of each third-year written evaluation report, each tenured and tenure track faculty member will submit a professional development plan to their dean/director. The preparation and implementation of the plan will be the responsibility of the faculty member in conjunction with the dean/director. If requested, the office of faculty development will provide the appropriate support for this activity.
 - (G) The office of access, learning and success is responsible for approving all standard forms used in collecting faculty performance information based on recommendations from the Joint Committee on Faculty Evaluation.
 - (H) The associate provost and school deans are responsible for ensuring that all faculty members are evaluated according to the provisions of this policy.
 - (I) The Provost Office or designee is hereby to establish procedures and take all other steps necessary and appropriate for the effective implementation of this policy.

Effective date: July 10, 2025

Prior effective date: July 31, 2006, May 29, 2014