

## **FACULTY REGULATIONS AND PROCEDURES EVALUATIONS**

10. To continue to develop a sense of responsibility and to provide a response to the demand for accountability imposed by contractual agreement and *The Faculty Handbook*.
11. To promote institutional effectiveness.

### **FREQUENCY --**

Self-Evaluations, Student Evaluations, and Division Chair Evaluations will be conducted every year for the first three years of an instructor's employment, again during the sixth and tenth years of service, and then each five years thereafter (fifteenth, twentieth, etc.) Additional evaluation procedures will occur in necessary. Associate Vice Presidents will conduct the Division Chair Evaluations at their locations. Evaluation by the Vice President of Academic Affairs will be conducted on an as-needed basis.

Student evaluations will be summarized for each faculty member using a frequency table for each item and also an additional table displaying a mean score calculation. The n/a rating will not be calculated in the mean score average.

### **FACULTY PORTFOLIO --**

At the end of each spring semester, each full-time faculty member will submit a Professional Development Planner report. This information will be used to help document improvement in the educational programs of SWTJC and may be used to prepare applications for tenure.

The following categories must be completed by May 31<sup>st</sup> each year:

1. Professional Development Plans
  - a. Update Division Chair/Director and Dean
2. Professional Development Activities
  - Section I – complete before activity occurs
  - Section II – complete after activity has taken place

Activities include the following:

- a. graduate hours earned.
  - b. summaries of seminars, workshops, in-service training programs, and professional meetings attended.
  - c. description of consulting activities.
  - d. list of committees (State, Regional, or National) that you serve on.
3. Faculty Profile
  4. Fall Classes
  5. Fall Profile

6. Fall Load Sheet
7. Spring Classes
8. Spring Profile
9. Spring Load Sheet
10. Institutional Service Responsibilities including:
  - a. description of service on standing or *ad hoc* committees, as evaluated by the committee chairperson.
11. Student Service Responsibilities including:
  - a. list of student organizations sponsored.
  - b. list of extra-curricular activities or service.
12. Professional Growth including:
  - a. list of panels, workshops, and seminars where faculty member was a presenter
  - b. description of papers presented at conferences or published in professional journals.
  - c. list of community/civic activities.
  - d. research underway or completed
  - e. grants or awards received during the year
13. Self-Evaluation Form
14. Professional Development Form
  - a. Based on Self-Evaluation
  - b. Based on Student Evaluation
  - c. Based on Supervisor Evaluation (if evaluated)