

FACULTY REGULATIONS AND PROCEDURES EVALUATIONS

PURPOSE --

The purpose of the faculty evaluation instruments shall be to (1) promote professional excellence and improve skills; (2) facilitate and enhance student learning and growth; and (3) provide for the continuous improvement of program quality by using the results for individual faculty improvement plans.

PHILOSOPHY --

The evaluation process at Southwest Texas Junior College is built on mutual trust and open communication to maintain the dignity and worth of the individual and the college.

With the cooperation of the faculty, the administration shall be responsible for maintaining procedures and criteria for the evaluation of all teaching staff.

Evaluation is an assessment of the individual's fulfillment of contractual responsibilities and of support for and progress toward the college's goals and objectives.

OBJECTIVES --

1. To evaluate the effectiveness of the instructor in presenting knowledge, information, and ideas by appropriate means and methods.
2. To emphasize interaction between instructor and students.
3. To assist the instructor in the implementation of effective teaching techniques.
4. To provide the instructor with sources of information and material for self-development.
5. To provide data that indicates what is expected of the instructor.
6. To assist the instructor to find and understand his/her strengths and weaknesses in order to improve instructional performances and assist in reaching the overall objective of the instructional program.
7. To provide students with a means to express views which are relevant to faculty development and administrative decisions affecting personnel.
8. To increase among students, faculty and administrators the exchange and the interchange of ideas that will lead to general improvement in teaching performance.
9. To provide a comprehensive record for evaluation of teaching effectiveness; which can be used as one of the criteria when reappointment, tenure or promotion is being considered.

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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 31st 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