

# South Central College

## I. Policy/Procedure Information

Name: Faculty Evaluation Procedure

SCC Procedure Number: 4.9.x

Author: Shared Governance

Custodian: AASC

Effective date: xx/xxxx

Regulatory Authority:

- MnSCU Board Policy: 4.9 Employee Evaluation  
<http://www.mnscu.edu/board/policy/409.html>
- MN Statute 43.A.20 – Performance Evaluation and Pay  
<https://www.revisor.mn.gov/statutes/?id=43a.20>

## II. Introduction and Assumptions

South Central College has a commitment to continuous improvement with a foundation of ongoing personal and professional development. The faculty performance evaluation is one part of the process to help achieve that goal. The primary outcome of this performance evaluation plan is to improve teaching and learning effectiveness.

We recognize that the professional responsibilities of faculty members are very diverse and complex. Our purpose is to conduct a faculty performance evaluation through a systematic process that enables faculty members to analyze their professional performance and discover their strengths in order to enhance both. This performance evaluation procedure will not restrict academic rights as defined in the MSCF contract in any way.

We assume that faculty members:

- are highly qualified in their respective fields
- desire to perform at a high level
- consider successful student learning a priority
- acknowledge that student feedback provides them with insights on how students perceive the course and how they are learning
- value the opportunity for self-reflection and self-directed professional growth
- are most qualified to develop their own goals for improvement and identify methods to achieve those goals
- will engage in collaborative conversations with a variety of individuals to continually improve the quality of their teaching

It is the institution's responsibility to assist faculty members by providing opportunities and support for professional growth.

## **II. Procedure for Faculty Evaluation**

### **A. Purpose**

In accordance with System Board Policy 4.9, MN Statute 43 A.20, and The Higher Learning Commission Criteria for Accreditation Criterion 3C and AQIP Category 3, the purpose of evaluation is to demonstrate the quality and effectiveness of the faculty member's work and to determine successful completion of probationary status. Evaluation is designed to create a process for an Academic Dean to provide constructive feedback as a means for faculty members to continue to develop professionally and continue to become outstanding educators who provide the best possible learning opportunities for our students. The organization supports and values effective teaching.

### **B. Definitions**

Faculty members that are considered eligible to be evaluated through this process include:

#### **Unlimited Full-time faculty member:**

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.

#### **Unlimited Part-time faculty member:**

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.

#### **Probationary faculty member:**

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

#### **Temporary Full-time faculty member:**

A faculty member who has been hired for a fulltime assignment for an academic year.

#### **Temporary Part-time faculty member:**

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

#### **Adjunct faculty member:**

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

### **C. Frequency of evaluation**

- All faculty members, regardless of their hiring status, will be evaluated by their supervisor by the end of their first semester of employment at South Central College.
- Unlimited Full-time and Unlimited Part-time faculty members will be evaluated every three years.
- Probationary faculty members will be evaluated annually until the end of the probationary period. Supervisors shall complete the evaluation of faculty members in their final semester of probation no later than October 15 or March 15 of the final semester. Probationary faculty members must successfully complete the requisite probationary status in accordance with the MSCF collective bargaining agreement before becoming an unlimited faculty member.
- Temporary Full-time, Temporary Part-time and Adjunct faculty members will be evaluated at the conclusion of their first semester (see above) and subsequently after every two semesters of service (sequential or non-sequential).

### **III. Faculty Evaluation Process**

**A.** The Academic Dean will email the faculty member the following documents:

1. Dean Class Observation Form
2. Peer Class Observation Form (optional use)
3. Post-Class Observation Interview Form

**B.** The Faculty member and Academic Dean will agree on a class visit time (online or on-ground).

1. On-ground class observations
  - a. The faculty member and Dean will schedule the class observation visit at least four weeks prior to the class visit.
  - b. The course selected for the class evaluation will be a course that was evaluated by students the previous semester or will be evaluated during the current the semester.
  - c. Prior to the class observation, the Faculty members will provide the Dean with that week's learning objective(s).
  - d. The Dean will visit the class and complete the *Dean Class Observation Form*
  - e. Following the observation, the Faculty members will provide the Dean an example of how that learning objective(s) is assessed (i.e. an exam question, an assignment, etc.)

2. Online class observation:
  - a. The faculty member and Dean will schedule the class observation visit, at least, four weeks in advance of the online observation.
  - b. The course will be one from the previous semester (so it does not disrupt the course if it is currently being offered).
  - c. The course will be one that was evaluated by students the previous semester.
  - d. The faculty members will open a one-week module of content.
  - e. The Faculty members will provide the Dean that week's learning objective(s).
  - f. The Faculty members will provide the Dean an example of how that learning objective is assessed (i.e. an exam question, an assignment, a discussion board, etc.)
  
4. Peer Observation
  - a. The Faculty member may invite two colleagues to evaluate the same class session.
  - b. Peer Reviewers will also complete the *Peer Observation Form*.
  
5. Post-Class Observation Interview
  - a. The Dean and Faculty member will schedule a meeting as soon as possible after the class observation to discuss:
    - Class observation
    - Questions on the Post-Class Interview Form
    - Student evaluations
  
6. The Academic Dean will forward the *Class Observation Form* to HR to be placed in the faculty member's personnel file.

# **APPENDIX A - Faculty Evaluation Procedure: Supporting Documentation**

## **MnSCU System Board Policy 4.9 - Employee Evaluation**

### **Part 1. Responsibility**

Each Minnesota State Colleges & Universities institution and the Office of the Chancellor shall have in place a procedure for evaluating employees, including faculty members and administrators, on an annual basis.

Supervisors have the responsibility and authority for evaluation of employees under their supervision unless the college or university procedure provides for another process. This is consistent with requirements in Minnesota Statutes, Chapter 43A.20.

### **Part 2. Process**

Evaluations are to be completed in a manner consistent with any requirements found in Minnesota Statutes and the applicable collective bargaining agreements or personnel plan. A procedure may provide for evaluations of a limited scope in certain years if that is consistent with the language of a collective bargaining agreement.

### **Minnesota Statute 43A.20 Performance Appraisal and Pay**

The commissioner shall design and maintain a performance evaluation system under which each employee in the civil service in the executive branch shall be evaluated and counseled on work performance at least once a year. Individual pay increases for all employees not represented by an exclusive representative certified pursuant to chapter 179A shall be based on the evaluation and other factors the commissioner includes in the plans developed pursuant to section 43A.18. Collective bargaining agreements entered into pursuant to chapter 179A may, and are encouraged to, provide for pay increases based on employee work performance.

### **MSCF Master Agreement / MnSCU**

It is recognized that full-time faculty members normally average forty (40) or more hours per week in carrying out their professional responsibilities. The reference to forty (40) hours is a generalization intended for recognition of the many non-assignable duties that faculty members perform. It does not establish a threshold of maximum assignable hours. It is further recognized that a state college faculty member's work assignment includes a number of diverse professional responsibilities. Classroom teaching and other contacts with students form the core of the faculty work assignment. Additionally, professional development and service to the college are the other core components of a faculty member's work assignment. A faculty member will plan to engage in such activities as student advising, course evaluation, classroom preparation, the evaluation of student performance, committee assignments, classroom research and community service as part of the overall work assignment. Some of these activities may be completed off campus. It is also recognized that the work assignments of part-time faculty include similar duties performed on a proportional basis.

# **APPENDIX B. FORMS**



Additional Comments from Dean:

Comments from Faculty member:

\_\_\_\_\_  
Signature: Academic Dean

\_\_\_\_\_  
Signature: Faculty member

\_\_\_\_\_  
Date

Additional information:

Student evaluations discussed?       Yes  No

Development goals discussed?       Yes  No

Updated PDP on file?       Yes  No



Comments from Faculty member:

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Signature: Peer Observer

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Signature: Faculty member

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Date

## **Post-Class Observation Interview Form**

As you prepare to meet with me, please reflect on your job performance and jot a few notes on the following questions. Think of this as an interview, an opportunity for me to get further insight about you and your work.

1. Describe a time in the past year when you felt fully engaged, challenged, and appreciated in your work. What were you doing? What were the results? What made it work? Describe the support you received from others?

2. What do you most value about yourself, your work, and your contributions to SCC? What do you most value about the department? What do you most value about SCC?

3. What support, training, and/or coaching do you feel would be most helpful for you to perform at an exceptional level?

4. To make you even more effective in the future, what do you want to continue to do, do more of, do better, or do differently? Of these items, which are the ones you want to focus on in the next year?

5. What support within the college do you have to do the things you identified in #4?  
What resources do you have outside the college?

6. It is the next year (20XX-20XX) at this time and you are being recognized for your outstanding performance. Describe your accomplishments and the reasons you are being recognized.

# SOUTH CENTRAL COLLEGE

## I. Policy/Procedure Information

Name: Faculty Professional Development Plan

SCC Procedure Number: 3.32.1.x

Author: Shared Governance

Custodian: Academic Affairs Office

Effective date: 2/18/2011

Regulatory Authority:

- MnSCU Board Policy 3.32  
<http://www.mnscu.edu/board/policy/332.html>
- MnSCU System Procedure 3.32.1  
<http://www.mnscu.edu/board/procedure/332p1.html>

## II. Purpose

This policy applies to faculty members in unlimited positions. The purpose of the professional development plan, as stated in System Procedure 3.32.1, *"is to identify activities and/or strategies to be used by the faculty member to maintain currency in the faculty member's credential field(s) and in teaching and learning skills and may include activities that go beyond maintaining currency..."*

### Policy:

All faculty members in unlimited positions are responsible to prepare and carry out a faculty members professional development plan. Plans will be developed in consultation with the supervisor and shall address specific objectives and expected outcomes in up to six of the following component areas:

1. Content knowledge and skill in the discipline/program
2. Teaching methods and instructional strategies
3. Related work experience
4. Study appropriate to the higher education environment
5. Service to the college and the greater community;
6. And other components, as appropriate

The Professional Development Plan must cover a period of three academic years unless there are extenuating circumstances dependent upon the nature of the activities to be completed. While the plan effective dates may vary, the faculty members will be required to annually complete an *Academic Plan Progress Form* provided to them by the supervisor each fall semester to ensure progress and relevancy to the faculty member's credential field and level of teaching experience.

**Procedures:**

1. Faculty members will complete the Faculty members Professional Development Plan Form (attached to this policy), schedule a consultation meeting with Supervisor prior to May 1st and submit the plan to the supervisor by May 1st. The PDP will be effective the beginning of the following academic year.
2. At the consultative meeting, the faculty member explains objectives. Supervisor provides input. The faculty member and supervisor sign PDP. The faculty member maintains a copy of the PDP.
3. The original PDP is kept on file in the Academic Affairs Office. The PDP will not be kept as part of the personnel file. The PDP will not be kept with other documents. Access to the original PDP will be made available to the faculty member upon request.
4. Professional Development Plan progress will be reported annually by the faculty member completing an Academic Plan Progress form. The form will be sent out by the supervisor at the beginning of fall semester each year via the email system as an attachment. Faculty members will be required to return the completed form to the supervisor by November 1. The form will be reviewed by the supervisor and attached to their current Professional Development Plan.
5. Faculty members are allowed to "update" or "modify" their plan as needed.

**Responsibilities & Dissemination:**

The Academic Affairs Office is responsible for implementation of this policy in compliance with Board Policy 3.32 and System Procedure 3.32.1.

**Date Revised: 2/18/11**

**COLLEGE FACULTY PROFESSIONAL DEVELOPMENT PLAN**  
Unlimited Full-time & Unlimited Part-time Faculty  
South Central College

This professional development plan is to identify activities and/or strategies I will use in maintaining currency in my credential field and in teaching and learning skills. This plan may include activities that go beyond maintaining currency. This plan is being submitted in accordance with the timelines and criteria specified in the college professional development policy.

Faculty Member Name _____	Credential Field * _____
<i>*Use separate form for each credential field</i>	
My plan covers the _____ academic year(s). Period from _____ to _____	

My plan addresses specific objectives and expected outcomes with respect to the following components:

(Check all that apply;  
not all six need to be  
addressed)

- A. Content knowledge and skill in the discipline/program.**  
Example: *Learning new technology or methodologies; computer software training, writing skills workshop, communication/interpersonal relations skills training, attain professional certifications/licenses.*
- B. Teaching methods and instructional strategies.**  
Example: *Classroom management, curriculum development, learning styles, on-line delivery, cultural and diversity enrichment.*
- C. Related work experience.**  
Example: *Business/industry internships, relevant summer employment, observation or special project(s) with employers.*
- D. Study appropriate to the higher education environment.**  
Example: *Advancement of academic credentials, researching, publishing, grant writing.*
- E. Service to the college and the greater community.**  
Example: *Active participation in Rotary, Chamber of Commerce groups, leadership in professional organizations, leadership in college committees, working with youth in academic skills development.*
- F. Other components, as appropriate:** \_\_\_\_\_

Describe the objectives and expected outcomes for each component checked above:  
(ADD ADDITIONAL PAGES AS NECESSARY)

**A. Content knowledge and skill in the discipline/program:**

Anticipated completion timeline: \_\_\_\_\_

**B. Teaching methods and instructional strategies:**

Anticipated completion timeline: \_\_\_\_\_

**C. Related work experience.**

Anticipated completion timeline: \_\_\_\_\_

**D. Study appropriate to the higher education environment:**

Anticipated completion timeline: \_\_\_\_\_

**E. Service to the college and the greater community:**

Anticipated completion timeline: \_\_\_\_\_

**F. Other components, as appropriate:**

Anticipated completion timeline: \_\_\_\_\_

Faculty Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Consultation with Supervising Administrator on \_\_\_\_\_

Supervising Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

The above professional development plan \_\_\_\_ This plan does include the suggestions discussed during consultation.  
(Check one) \_\_\_\_ This plan does not include the suggestions discussed during consultation.

Comments and/or additional consultation meetings \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_