

Faculty Evaluation Process: Southwestern College
March 5, 2015

The faculty evaluation process, at Southwestern College, is primarily intended to assist the faculty member in the improvement of instruction and service.

All full-time faculty members are formally evaluated during the second, third and fifth year of service to the institution.

During the first year of service, faculty members should begin assembling a professional portfolio in collaboration with the Academic Dean and the Division Chair. The portfolio will address the four areas of faculty responsibility: teaching effectiveness, service to students, scholarship, and service to institution, community and discipline.

The Academic Dean will provide an informational meeting in the fall for persons scheduled for review during the ensuing academic year. The Chair of the Faculty Personnel Committee and the Faculty Chair will also attend this meeting. The Division Chair will ask the faculty member for nominations for three faculty colleagues and three students who will form the basis of two focus groups who will provide feedback to the Division Chair. Based on this feedback along with information from classroom visits, the Division Chair will draft an evaluation document for the faculty member and propose goals for each of the four categories in order to provide guidance to the faculty member for improvement in instruction and service. The Division Chair will arrange a meeting with the faculty member to review and discuss the evaluation document. The Academic Dean may attend this meeting at the faculty member's request. At the end of this meeting, both the Division Chair and the faculty member will sign the document. By signing the document, the faculty member acknowledges an understanding of the document's contents. The faculty signature does not necessarily signify agreement with the content of the document and does not preclude an opportunity to appeal the evaluation. By April 1, the Division Chair will send the portfolio and the evaluation to the Academic Dean for review. Before summer break, the faculty member will meet with the Academic Dean and the Division Chair to review the evaluation document and address concerns. By May 15, the Academic Dean will issue a formal letter to the faculty member and the Division Chair stating that the evaluation has been reviewed and that a copy will be retained in the Human Resources Office.