

# WESTERN NEBRASKA COMMUNITY COLLEGE

## President's Procedure

<b>TITLE:</b>	Faculty Evaluation Process
<b>DIVISION:</b>	Educational Services
<b>CATEGORY:</b>	Faculty
<b>REFERENCE:</b>	Nebraska Revised Statutes: <a href="#">§85-603</a> , <a href="#">§85-1528</a> , <a href="#">§85-1534</a> , §
<b>NUMBER:</b>	PP-412
<b>DATE OF REVIEW:</b>	January 8, 2019
<b>APPROVAL:</b>	President's Cabinet

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### Policy Statement

WNCC is committed to recruiting only those faculty who show clear promise of success in the academic setting. The College is committed to the principles of academic freedom and accountability. The concept of regular, rigorous faculty review is a part of the commitment of the College to provide support to all faculty. The relationship between a faculty member and WNCC requires adequate performance of duties as defined in the Faculty Job Description.

The performance of each faculty member is subject to annual review to determine whether each faculty member has fulfilled the faculty member's job description and goals. In accordance with the policies adopted by the Western Community College Area Board of Governors, sustained failure of a faculty member to carry out academic responsibilities, despite the opportunities provided to the faculty member via professional development or other appropriate interventions, is grounds for consideration of dismissal from the College.

### Definitions

#### *Full-time Faculty Status*

*Probationary:* New faculty who serve a probationary period from the date of employment until the completion of the first two years of employment with WNCC. During the two-year probationary period, the instructor is considered an at-will employee and the College may terminate the appointment and employment at any time, without cause. The probationary faculty member has no property rights and may not request a review hearing.

*Continuing Contract:* Faculty who have successfully completed two (2) consecutive full-year, regular contracts with WNCC and have formally transitioned from probationary to continuing contract status. Continuing contract faculty are afforded due process upon receiving notice that the supervisor is recommending dismissal. Continuing contract faculty's position may be terminated for "just cause" which shall include but not be limited to the following: (a) Incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or

administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by the Board; or (h) other conduct which interferes substantially with the continued performance of duties.

*Comprehensive Evaluation:* This evaluation includes completion of the Faculty Evaluation form, to include review of data such as course syllabus/class schedule, examples of exams, assignments, review of Blackboard shell and materials, classroom observations, student feedback, student and peer complaints, advising records, honors and records of achievement and committee participation. It also includes evaluation of SMART goals through the employee continuous improvement process.

### **Purpose**

The goal of this evaluation process is to assess the performance and provide feedback of all full-time (probationary and continuing contract) faculty on how well each member is contributing to the College mission, vision, goals and objectives. This process, developed in consultation with the faculty, instructional deans and Chief Academic Officer, has resulted in a process for distribution to all faculty and instructional leaders. Review of the evaluation process will take place at least once every three (3) years, and any changes shall be adopted with significant faculty input and approval by the instructional deans and the CAO.

### **Distribution, Collection, and Filing**

The Educational Services Office is responsible for the distribution, collection, and filing of faculty performance review forms. The official copy of the completed form is the property of WNCC and will be maintained in the faculty member's personnel file in the office of Human Resources.

Access to official faculty performance review documents shall be on an as-needed and right-to-know basis. Generally, only the faculty member, his/her immediate supervisor, the CAO, the President, and the Human Resources staff would have access to these documents.

### **Evaluation Process**

Faculty will be evaluated according to their documented responsibilities, job description, and the ability to meet program, College and Board goals related to their areas of responsibility. These documented responsibilities and goals will determine the specific focus of the faculty member's work and evaluation in the two principal evaluation categories: teaching and service.

#### *Teaching*

The evaluation of teaching will include but will not be limited to, consideration of student evaluations and direct observation by supervisors. Evaluators should consider all the following components of teaching: class structure and organization; course materials, including syllabi, course outlines, and lesson plans; command of subject matter; demonstrated currency in the field and in teaching methodology; presentation skill; professional and courteous interaction with students; availability to students during office hours; student engagement; and promotion of student achievement.

In addition, evaluators should consider other factors that may be relevant based on the faculty member's job description, responsibilities and individual and college/department goals. These may include but are not limited to: assessment of student learning; documented teaching and curriculum

improvement based on assessment results; incorporation of course, program, and college student learning outcomes; incorporation of student retention strategies; and integration of technology into course work as appropriate to the discipline.

### *Service*

Service includes fulfilling the mission and goals of the College outside of the classroom. The foundational components of service to be considered in the evaluation will be the faculty member's job description, role, goals, and documented responsibilities. These may include, but are not limited to, departmental service, (including curriculum coordination and development, advising and outreach, administrative assignments, and committee work); system, college-wide and campus committee work; sponsoring and participating in student activities; and attendance at college activities and events.

Additional activities may include serving as the representative of the College on a local board or commission, making community or professional presentations, serving as a liaison to local schools, or serving as an elected or appointed member of local boards. Service also includes professional and courteous interaction with colleagues, staff and community as typically demonstrated by active engagement, collaboration, and constructive cooperation in department and college activities. This shall not diminish lively, critical debate which is both necessary and appropriate in an academic institution.

### *Evaluation*

Each faculty member shall be evaluated annually by the division chair or instructional deans using the standard WNCN Faculty Evaluation form or Employee Goals for Continuous Improvement form. Every faculty member will complete a comprehensive evaluation (see Definitions) at least once every three years. If the faculty member is designated as "continuing contract," has completed more than three consecutive years as a full-time faculty, and is performing well, it is the discretion of the division chair or dean of instruction as to whether or not continuous improvement goals are the primary focus for the following two, consecutive years. Those probationary faculty who have transitioned to continuing contract will receive at least one additional comprehensive evaluation during their third year of service at WNCN. The evaluation shall be provided to the faculty member in writing prior to its final adoption.

### **Probationary Faculty Evaluation**

All new full-time probationary faculty members will complete a comprehensive evaluation each semester for three (3) or more semesters prior to being considered for continuing contract.

Probationary faculty moving to continuing contract status are required to complete an additional comprehensive evaluation in their third year. Summer semester evaluations may be considered for those faculty who are on a 220-day contract.

A full-time probationary faculty member is evaluated by the division chair or designee in the first semester in which they are hired. The evaluation process includes completion of the Faculty Evaluation Form utilizing a combination of data as follows:

- a. Course syllabus/class schedule
- b. Examples of exams, assignments, etc.
- c. Review of Blackboard shell and materials

- d. Classroom observations
- e. Student feedback
- f. Student and peer complaints
- g. Advising records
- h. Honors, records of achievement
- i. Committee participation

Upon completion of the first semester, the probationary faculty member and chair meet to develop a Continuous Improvement Plan to determine agreed-upon goals for the remainder of the probationary period. The faculty evaluation process is repeated for a total of three (3) or more comprehensive evaluations during the probationary period.

An Employee Goals for Continuous Improvement form is created and updated as agreed-upon by the faculty and chair. This process is to enhance on-going communication and clear direction.

The division chair reserves the right to schedule additional meetings as needed.

Both the evaluator and faculty member will sign the performance review. Should the faculty member disagree with the content of the review, he or she may respond in the Instructor Notes section of the Faculty Evaluation Form or append another page. Additionally, the faculty member may request a second evaluation be completed by a Dean of Instruction.

Upon completion of the third or fourth (if needed) probationary faculty evaluation, the division chair makes a recommendation to the dean providing supervision over the area who makes a recommendation to the Chief Academic Officer as to whether or not this probationary faculty member has met the College expectations for continuing contract status. Details highlighted include how a faculty member has performed based on the criteria outlined on the faculty evaluation form. The Chief Academic Officer then makes a final recommendation to the College President for his/her approval.

The College President's final decision will be shared in writing with the probationary faculty member ninety (90) days prior to the end of his/her faculty contract period as defined in the Negotiated Agreement.

### **Continuing Contract Faculty**

In order to improve the instructional process, each regular full-time faculty will complete a comprehensive evaluation every three (3) years or when a reasonable cause exists. Summer semester evaluations may be considered for those faculty who are on a 220-day contract.

The evaluation process includes completion of the Faculty Evaluation Form utilizing a combination of data as follows:

- a. Course syllabus/class schedule
- b. Examples of exams, assignments, etc.
- c. Review of Blackboard shell and materials
- d. Classroom Observations
- e. Student feedback
- f. Student and peer complaints
- g. Advising records
- h. Honors, records of achievement

- i. Committee participation
- j. Continuous Improvement Plan

The faculty member and chair or applicable dean will meet regularly to review progress on identified goals for continuous improvement. This process will continue throughout the three-year cycle as long as no complaints and concerns are evident, and the faculty member is meeting goals as established in the continuous improvement plan.

If the evaluation is determined to be “needs improvement,” then the faculty member is placed on a corrective action or improvement plan identifying the concerns which need to be addressed as noted in the evaluation. The faculty member must complete a comprehensive evaluation in the following semester. The division chair or dean reserves the right to conduct more than one comprehensive evaluation each year and schedule additional meetings as needed. If there continues to be a "needs improvement" evaluation, the faculty member may be disciplined up to and including non-renewal.

Both the evaluator and faculty member will sign the performance review. Should the faculty member disagree with the content of the review, he or she may respond in the Instructor Notes section of the Faculty Evaluation Form or append another page. Additionally, the faculty member may request a second evaluation be completed by a Dean of Instruction.

If a faculty member has been informed that their overall performance fails to meet expectations, the division chair shall consult with the instructional dean who will consult with the Chief Academic Officer and Human Resource Officer, to ensure that an improvement plan is developed, created and used to assist the faculty member in improving his/her performance.

Based upon the judgment that there has been a sustained overall failure to meet performance expectations, an instructional dean may recommend to the Chief Academic Officer and College President that the faculty member be terminated. If applicable, a continuing contract faculty member may appeal this decision following the faculty due process procedure.

### **Revising this Procedure**

This President’s Procedure supersedes any prior WNCC policy, procedure, guideline or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, or as new laws require attention.