Faculty evaluation procedures.

(A) Purpose. The college provides a process for faculty evaluation (by self and by supervisor) in addition to faculty evaluation of supervisor.

(B) Guidelines.

(1) Self-evaluation by the instructor.

(a) Faculty members should prepare a concise self-evaluation of each course taught the previous semester. This self-evaluation should be submitted to the faculty member’s chair one week after receiving the results of the student evaluations. The self-evaluation should include the following information:

(i) An analysis of the results of the summative student evaluations - both positive comments about the faculty member’s performance and areas needing improvement.

(ii) Other factors that the faculty member believes is pertinent to their teaching performance. These may include analysis of such areas as current text, the nature of their classes, the personality of their classes, etc.

(iii) An analysis of the faculty member’s performance outside the classroom. This may include contribution(s) to the department, to the division, to Owens Community College, to the faculty member’s profession, and/or to the community. The faculty member may also include an analysis of their own professional development.

(2) Chair evaluation of the instructor.

(a) If a faculty member is on a tenure-track appointment or has a temporary appointment, once each year the chair will submit an evaluation of the faculty member’s performance to the dean. For tenured faculty members, the chair will submit an evaluation of the faculty member’s performance to the dean during the second-year of the three-year contract. (More frequent evaluations may occur if there are identified areas of concern.)
(b) The following elements will contribute to that evaluation:

(i) The faculty member’s self-evaluation.

(ii) The faculty member’s chair evaluation.

(c) The chair’s evaluation will address the following five areas:

(i) The chair’s observation of teaching performance in the classroom, laboratory, and/or clinical areas. The chair will have an informal conference with the faculty member within one week of this (these) classroom, laboratory, and/or clinical observation(s).

(ii) The faculty member’s contribution to the department and college.

(iii) The faculty member’s availability and assistance to the students.

(iv) The student evaluations of the faculty member’s teaching performance.

(v) The faculty member’s efforts to remain current in knowledge and skill in their field.

(d) The following areas may be included in the evaluation on an optional basis:

(i) The faculty member’s contributions to the profession by publications, presentations, etc.

(ii) The faculty member’s contributions to the community.

(e) The chair’s sources for this evaluation are:

(i) The faculty member’s self-evaluation.

(ii) The chair’s observations of the faculty member’s performance in the classroom, laboratory, and/or clinic; in the department; in inservice meetings; in on-campus professional activities; etc.

(iii) The chair’s review of the faculty member’s student evaluation printouts and student comments.

(f) The chair will compose the evaluation, will give one copy to the faculty member, and will submit the original copy of the evaluation to the division dean by March fifteenth. The dean will review the evaluation and will then send it to the vice president of academic services for review by April first. The vice president will then send it to the human resources office by April tenth, where the evaluation will be placed in the faculty member’s confidential personnel file.

(3) Faculty review of evaluation. After the chair has completed the written evaluation, the faculty member will be asked to read and to sign the evaluation in order to acknowledge receipt of the evaluation. At this point, the faculty member may submit a written response to the evaluation if they believe a response is warranted. Copies of the response should be sent to the chair, the dean, and the vice president of academic services. The vice president of academic services will review the response and then forward it to the human resources office where it will be placed in the faculty member’s personnel file.
(4) Confidentiality. The chair's evaluation and faculty response are confidential. Access to these documents (other than above-mentioned offices) will be given to other sources only with the faculty member’s permission.

(5) Instructor evaluation of supervisory administrator. At the end of each semester (within two weeks of the last day of the final exam), any teaching faculty member may forward to the office of the dean an evaluation of his/her immediate supervisor's efforts and activities throughout the semester. To assure confidentiality, this report should be submitted directly to the dean. The dean may then address those issues (areas of positive achievement and areas where improvement is necessary) in his/her evaluations of the faculty member’s supervisor.

Effective date: March 5, 2002

Daniel R. Hauenstein
Certification
February 19, 2002

Date
Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A