

SRTC Procedure: Evaluating Full-Time Faculty

Purpose

The purpose of the annual evaluation is to assess and communicate the nature and extent of an employee's performance of assigned duties and to establish procedures, frequency, and responsibility for full-time faculty evaluations.

Procedure for Implementing Full-time Faculty Performance Evaluations

Southern Regional Technical College (SRTC) requires that all full-time faculty members receive an annual evaluation according to the frequency and procedures established in this Southern Regional Technical College procedure. The primary purpose of this evaluation is to aid the full-time faculty members and the College in achieving continuous quality improvement. Evaluations shall be considered in decisions relating to retention. Procedures for implementing full-time performance evaluations are provided below.

A. Instructional Evaluation

1. Full-time faculty shall be evaluated by their supervisor at least annually on their overall performance in fulfilling their assigned duties during the evaluation period. Evaluations will include both a formal and informal classroom observation by the supervisor.
2. The employee's immediate supervisor(s) shall prepare a written evaluation in a format approved by the Vice President for Academic Affairs. In preparing the annual evaluation, the person(s) responsible for evaluating the employee shall consider, where appropriate, information from the following sources: students, peers, and employee/self.
3. Full-time Faculty will complete the SRTC Faculty Evaluation using the self-evaluation rating scale and will email this to the supervisor and establish an appointment to complete the review process.
4. Performance evaluations will be signed by the evaluating supervisor and the faculty member at the time of the review.
5. The original evaluation signed by all appropriate parties should be retained in the employee's evaluation file in the Human Resources Department.
6. If the evaluation reveals a performance deficiency, several remedial courses of action may occur. As appropriate, possible means of addressing the performance deficiency may include, but are not limited to:
 - a. Individual Improvement Program;
 - b. Instruction or counseling by the supervisor;
 - c. Required attendance at workshops or other applicable training sessions to improve performance;
 - d. Additional requirements for Staff Development activities.

7. One or more of the following evaluation tools are to be used on a semester basis to evaluate full-time faculty.
 - a. Observation of class activity: Unscheduled observation is preferred to determine if class begins/ends on time and to verify that content meets state standards.
 - b. Review of full-time faculty syllabi and lesson plans to determine appropriateness with state standards.
 - c. Assessment of online activity: assessment will be done utilizing evaluation forms developed by the Academic Affairs Division to determine if quality instruction that meets state standards is being delivered in a manner conducive to the diverse learning styles and the unique teaching environment.
8. Deans will review student evaluations of full-time faculty. Summary of these evaluations will be provided to the faculty. The Dean will review negative evaluations with faculty. Negative student evaluations may cause additional evaluation requirements to be added to the Individual Improvement Program for the faculty member.

B. Student Evaluations

1. Full-time faculty members will be evaluated using the appropriate student evaluation forms.
2. These evaluation forms will be processed in accordance with Institutional Effectiveness Division directions provided to faculty and students.

Responsibility

The Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Reference:

[SBTCSG Policy 4.4.4: Performance Management](#)
[TCSG Procedure 4.4.4p: Performance Management](#)
[Faculty Performance Appraisal Form](#)
[Faculty Classroom Observation Worksheet](#)

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