



# Faculty Evaluations

In addition to many timeline clarifications and other minor edits, here are the main negotiated changes for 2020.

## **For all Faculty**

### **Student Evaluations**

All evaluators administering student evaluations in face-to-face classes will now have the option to use electronic surveys. See the new instruction sheet for details.

### **Evaluation Portfolios**

The Evaluation Portfolio should now always include the Classroom Observation Plan forms.

### **Online Forms and Procedures**

The guidebooks for faculty teaching fully online or partially online have been updated substantially. At the pre-evaluation conference, the evaluatee will show the evaluator how best to view interactions between students and faculty. The evaluator will be granted “evaluator access” and will focus primarily on material outlined in the Classroom Observation Plan Form and on instructor-initiated interactions and student-student interactions during the 7-day period of the evaluation, but may access additional non-private material referenced during the evaluation period as needed (excluding the gradebook). The first time any faculty member teaches online or hybrid, s/he must be evaluated by a faculty member who is qualified to teach online (see 27.4). For hybrid classes, either the online or the in-person portion or both may be evaluated.

## **For Part-Time Faculty**

The Staffing Preference Application is now attached the Summary Evaluation Form.

## **For Probationary Faculty**

### **Improvement Plans**

Improvement plans may now be given in any semester. When an improvement plan is developed by the TRC in consultation with the evaluatee, the UF must be notified by the Chair of the TRC. At the post-evaluation conference, the evaluatee shall be informed of his or her right to union representation, and the evaluatee shall have 10 faculty-service days to sign the improvement plan. The Improvement Plan Form has been updated. The division dean or designee, in consultation with the Department Chair, shall monitor activities listed on the improvement plan to ensure timely completion.

## **For All Full-Time Faculty (Probationary and Tenured)**

### **Progress Reports**

For every full-time faculty member who receives an improvement plan, the Vice President or designee, in consultation with the evaluatee’s Department Chair, shall monitor progress and submit a Progress Report to the College President at the appropriate time using the new Progress Report Form. For probationary faculty in their first, second or third semester, the Progress Report must be submitted before February 1 of the faculty member’s fourth semester. For probationary faculty who receive an improvement plan after the third semester, the deadline is Feb. 1 of the 8th semester on tenure track.