**Instructional Evaluation Process**

**Evaluation Schedule**

Evaluation of faculty occurs in accordance with the following schedule:

1. A faculty member in the first two consecutive school years of employment shall be evaluated by their supervisor at least one time each academic term.
2. During the third and fourth years of employment, a faculty member shall be evaluated at least one time each academic year.
3. After the fourth year of employment, a faculty member shall be evaluated at least once in every three academic years.
4. Additionally, a supervisor may evaluate a faculty member anytime at their discretion.

**Evaluation Documents**

The evaluation process utilizes several forms:

1. Instructional Evaluation Form
   1. completed as a self-evaluation by the instructor, and by the supervisor
2. Classroom Visitation Form
   1. completed by the supervisor
3. Faculty Recommendation Form
   1. completed by the supervisor

**Evaluation Scoring**

* If the supervisor gives the faculty member a score of 3 (exceeds expectations) in any of the categories on the Instructional Evaluation Form, the supervisor must include comments documenting how the faculty member exceeded expectations in this category.
* If the supervisor gives the faculty member a score of 1 (needs improvement) in any of the categories on the Instructional Evaluation Form or documents any concerns on the Classroom Visitation Form, the supervisor must place the faculty member onto a Performance/Conduct Improvement Plan.

**Performance/Conduct Improvement Plan**

* The primary purpose of placing an employee on a Performance/Conduct Improvement Plan is to create awareness of the concern, formalize actions to correct the problem, establish expectations to prevent recurrence, and prepare the employee for satisfactory service.
* A Performance/Conduct Improvement Plan form can be obtained from either the Vice President’s Office or from the Office of Human Resources.
* Once a supervisor has prepared a Performance/Conduct Improvement Plan, the Plan must be sent up the chain-of-command for approval before being presented to the employee.
* After receiving chain-of-command approval, and presenting the Plan to the employee, a copy of the Plan must be sent to the Office of Human Resources for inclusion into the employee’s personnel file.

**Evaluation Meeting**

The supervisor will sit down face-to-face with the faculty member to go over the results of the Instructional Evaluation Form, Classroom Visitation Form, and if applicable, the Performance/Conduct Improvement Plan. All three forms should be signed by both the supervisor and the faculty member. If the faculty member refuses to sign one or more of these forms, the supervisor needs to write “Faculty Member refuses to sign this form” in place of the faculty member’s signature.