

Employee Questions/Comments
Faculty Evaluation Process

Questions/Comments #1	
Questions/Comments	<p>During the review of the evaluation an employee should have the right to have a difference of opinion with or an employee should have an option for re-evaluation in reference to the PIP.</p> <p>In the event that a faculty being reviewed disagrees with the supervisor's overall assessment of performance,</p> <ul style="list-style-type: none"> ▪ The option to have a rebuttal letter included in personnel file. ▪ Employee submits the request for review in writing within 15 calendar days after receipt of evaluation and includes the points of disagreement, specific findings to be reviewed, facts in support of the request and corrective action sought. ▪ This written request is submitted to the next administrative level, ▪ The reviewer shall consider the information in support of the request, identify any additional relevant facts, and provide a written decision to the employee and supervisor, copied to HR, within 15 calendar days. <p>Or something to this affect, like we do with students. Just something to consider.</p> <p>Kristen Hathcock</p>
Overseer Response(s)	<p>Kristen,</p> <p>Thank you for your feedback. Dean's Council has considered your viewpoint and in response I have added a sentence to the Evaluation Meeting section of procedure #2481 (yellow highlight below). The details of this are being reviewed in consultation with Human Resources and Agile – our performance management software vendor. We are working towards the ability for faculty to provide comment in the signature step of the evaluation process.</p> <p><u>Evaluation Meeting</u></p> <p>After completing the faculty member's self-appraisal and supervisor review, the evaluation is forwarded to the respective faculty member's chain-of-command for review and comments. Once completed, the supervisor will host an in person or virtual meeting sit down face-to-face with the faculty member to review go over the results of the Instructional Faculty Evaluation Form, Classroom Visitation Form, and if applicable, the Performance Improvement Plan. Faculty members have the right</p>

	<p>to disagree with the results of the evaluation and if applicable, the implementation of a Performance 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. Original evaluation forms will be submitted to the Administrative Assistant to the Vice President of Instruction for logging. The original forms will then be forwarded to the Office of Human Resources.</p> <p>As to the further suggestions to outline a timeline to review a faculty member’s disagreement with the outcome of an evaluation and/or the implementation of a performance improvement plan, the College already has a procedure to address employee concerns. The procedure is #2452 Problem Resolution (Employees).</p> <p>Elaine Simmons</p>
	<p>Good morning,</p> <p>Faculty Council Chairperson Amanda Alliband and I met yesterday afternoon as we do each month following a Faculty Council meeting. Amanda shared that you spoke with council about college procedure #2481 Faculty Evaluation.</p> <p>As noted below Dean’s Council and I responded to your comments that resulted from Human Resources call for comments last month. The amended procedure has been added to this month’s President’s Staff agenda for first reading since the comment period closed February 21st.</p> <p>Since we had already engaged in discussion with you during the official Human Resources comment period, I’m willing to amend the draft updated procedure with the second yellow highlighted sentence (below). And, as noted in my March 3rd message below, Human Resources is meeting with Agile to address the option for faculty to provide comments at the point of signing the evaluation.</p> <p>Does this complete our discussions on procedure #2481?</p> <p><u>Evaluation Meeting</u> After completing the faculty member’s self-appraisal and supervisor review, the evaluation is forwarded to the respective faculty member’s chain-of-command for review and comments. Once completed, the supervisor will host an in person or virtual meeting sit down face-to-face with the faculty member to review go over the results of the Instructional Faculty Evaluation Form, Classroom Visitation Form, and if applicable, the</p>

	<p>Performance Improvement Plan. Faculty members have the right to disagree with the results of the evaluation and if applicable, the implementation of a Performance Improvement Plan. All college employees have the option of utilizing college procedure #2452 Problem Resolution (Employees) to advance continued concerns. 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. Original evaluation forms will be submitted to the Administrative Assistant to the Vice President of Instruction for logging. The original forms will then be forwarded to the Office of Human Resources.</p> <p>Elaine Simmons</p>
	<p>Hi Elaine,</p> <p>I am okay with this statement. Thank you for hearing my concerns.</p> <p>Kristen Hathcock</p>

Questions/Comments #2	
Questions/Comments	
Overseer Response(s)	

Questions/Comments #3	
Questions/Comments	
Overseer Response(s)	