

## **2481 – Faculty Evaluation Process**

Barton Community College recognizes the importance of faculty evaluations to ensure the quality of education and uniformity across the instructional system. An evaluation is an opportunity for continuous learning and improvement.

### **Evaluation Schedule**

- Non-eligible faculty evaluated a minimum of one time per year (as per hiring timeline)
- 1<sup>st</sup> & 2<sup>nd</sup> year faculty - classroom visits per semester (fall and spring); formal evaluation in the spring semester; recommendation form in the spring semester
- 3<sup>rd</sup> & 4<sup>th</sup> year faculty - classroom visit and evaluation in the spring semester; recommendation form for 3<sup>rd</sup> year faculty in the spring semester
- 5<sup>th</sup> year (and beyond) faculty - evaluated a minimum of every three years; classroom visit and evaluation due in the spring semester
- New adjunct faculty members are evaluated with their first and second teaching assignments.
- Continuing adjunct faculty members are evaluated every two years with a satisfactory evaluation; adjuncts with a non-satisfactory evaluation are evaluated again with their next teaching assignment.
- Full-time staff with teaching assignments are evaluated as adjunct faculty.
- A Dean and/or the Vice-President of Instruction may request a faculty member evaluation any time at their discretion.

### **Evaluation Completion**

- Full-time faculty are evaluated by their assigned supervisor with reviews of the evaluation conducted by additional supervisors/administrators as per the organizational chart.
  - It is expected that the full-time faculty member's self-appraisal and the supervisor's evaluation will include ratings and comments throughout the evaluation.
  - The evaluation system provides the opportunity for the full-time faculty member to establish goals and for the supervisor to provide comment specific to the goals.
- Adjuncts are evaluated by their assigned supervisor with reviews of the evaluation conducted by additional supervisors/administrators as per the area's organization chart.
  - Adjuncts assigned to multiple supervisors are not subject to duplicate evaluations during the review period unless performance issues dictate multiple reviews and/or an additional review within the two-year evaluation period.
  - Supervisors who assign coursework to the same adjunct faculty member should discuss an evaluation rotation schedule and report it to the Vice-President's Administrative Assistant for recording purposes.
- Evaluators should evaluate a variety of course assignments and/or venues to ensure a holistic review of the faculty member's performance.
- Student feedback evaluations are administered with each assigned class; student feedback received during the evaluation period should be included in the faculty member's evaluation.
- In the event a faculty member's performance is concerning and requiring improvement, the supervisor may implement a Performance Improvement Plan.

**Evaluation Meeting**

After completing the faculty member's self-appraisal and supervisor review, the evaluation is forwarded to the respective leadership noted on the organization chart for review and comments. Once completed, the supervisor will host an in person or virtual meeting with the faculty member to review the results of the Faculty Evaluation Form, Classroom Visitation Form, and if applicable, the Performance Improvement Plan. Faculty members have the right to disagree with the results of the evaluation and if applicable, the Performance Improvement Plan. All college employees have the option of utilizing college procedure #2452 Problem Resolution (Employees) to advance concerns.

**Performance Improvement Plan**

- The purpose of placing an employee on a Performance Improvement Plan is to create awareness of the concern, formalize actions to resolve the problem, establish and define expectations to clarify the desired outcomes to prevent reoccurrence, and return the employee to satisfactory performance.
- Once a supervisor has prepared a Performance Improvement Plan, the Plan must be reviewed and approved by applicable leadership noted on the organization chart and the Office of Human Resources before being presented to the employee.
- After receiving 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.
- At the conclusion of the Plan, the original must be sent to the Office of Human Resources for inclusion into the employee's personnel file.

**Contact(s):** Vice President of Instruction

**Related Form(s):**

**References:** Kansas Statutes 71-215; 71-216; 71-217; and 71-218

**Relevant Policy or Procedure(s):** [Policy 1465-Performance Evaluation](#)

**Approved by:** President

**Date:** 2/22/16

**Revision(s):** 5/25/17 (minor revision), 4/19/22, 3/17/25