

## College Operating Procedures (COP)



**Procedure Title:** Faculty Evaluation  
**Procedure Number:** 03-1102  
**Originating Department:** Provost/Vice President of Academic Affairs

**Specific Authority:**

Board Policy n/a  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11; 08/28/14

**Purpose Statement:** The primary purpose of faculty evaluation at Florida SouthWestern State College is to promote individual and institutional improvement.

---

**Guidelines:**

Faculty evaluations are completed according to Article 7 of the Collective Negotiations Agreement (CNA) 2013 – 2016 and focus on the objectives and goals of the individual and of the college.

**Procedures:**

All full-time annual faculty and continuing contract faculty undergoing comprehensive review are evaluated on four components of their performance to which flexible area weights are assigned. The four roles are Teaching, Professional Development, College Service, and Community Service. The teaching role is further delineated into four subcategories that include: Content Expertise, Instructional Design, Instructional Delivery, and Instructional Management Skills. Overall evaluation is recorded on standard evaluation forms and measured in accordance with a rating system of exceptional, meets standards, needs improvement, and unsatisfactory. Faculty members have many choices in the non-instructional roles they assume as they fulfill their responsibilities to the College and its mission. The need for flexibility is also reflected in the Evaluation of Service and the Evaluation of Professional Development Activities. Faculty members may select from a wide range of activities in which to participate each year.

The full-time annual faculty member and continuing contract faculty member undergoing comprehensive review is responsible for assembling the various parts of the evaluation system, and the Office of the respective Dean calculates the faculty member's Performance Review Summary Sheet. The evaluation is submitted to the appropriate Dean, and then to the Provost/Vice President Academic Affairs. To complete the Performance Review Summary Sheet, the Dean will calculate ratings for each role and for the overall faculty evaluation. Ratings are based on the faculty member's Declaration of Weights, Student Rating Summary, and from the Dean's Evaluation of Faculty Performance. The evaluations for each of the faculty roles results in a measurement expressed as an overall numerical rating. The Dean holds a

conference with each faculty member to discuss the evaluation, and the faculty member will be asked to sign the summary. Based on evaluation results, the Dean is strongly encouraged to provide each faculty member in writing with formative feedback about the means by which any deficiencies can be corrected. Annual contract full-time faculty members submit a complete portfolio every year through the final decision year on continuing contract status. Continuing Contract Faculty members submit a complete portfolio every 3 years following the year they were awarded continuing contract. In the years in which Continuing Contract Faculty members do not submit the portfolio, they submit the Learning Outcome Goal(s) LOG Declaration Form, their SEI's, and the LOG Results and Annual Activity Report.

### **Student Perception Surveys and Student Evaluation of Instruction (SEI)**

(For Fall 2014 only --The Student Instructional Report II (SIR II), published by Educational Testing Service, elicits student input concerning each faculty member's teaching performance. The report requires students to rate instructors on items organized into ten areas, which correspond to the four components of teaching identified in the faculty evaluation plan. Questions that correspond to each component of teaching provide mean ratings used to calculate the Composite Student Rating, a part of the overall evaluation. The SIR II is administered annually in the fall and spring semesters. All classes taught by full-time and adjunct faculty are evaluated in fall, and adjunct faculty are evaluated again in the Spring. A quantitative summary of the ratings in each course is prepared as soon as possible, and student comments are also prepared for faculty review. The faculty member, division chairs and Deans retain the results from the Student Evaluation of Instruction Forms for as long as these may be required for future evaluation reviews. SIR II use will end after the Fall 2014 semester.

The Student Evaluation of Instruction (SEI) is an online instrument developed by the Provost/Vice President of Academic Affairs with input from faculty that elicits student feedback concerning each faculty member's teaching performance. The SEI requires students to rate instructors on various questions designed to give feedback mainly on the instructor's performance in Instructional Design and Instructional Delivery components of teaching identified in the faculty evaluation plan. The SEI is administered annually in the fall and spring semesters. All classes taught by full-time Annual Contract, Continuing Contract faculty undergoing Comprehensive Review, and adjunct faculty are evaluated in Fall. Continuing Contract Faculty not undergoing Comprehensive Review and new or recent adjunct faculty are evaluated in the spring. A quantitative summary of the ratings in each course is prepared as soon as possible, and student comments are also prepared for review. The faculty member, Department Chairs and Deans retain the results from the Student Evaluation of Instruction Forms for as long as these may be required for future evaluation reviews. The faculty member will not receive any report on his or her evaluations until grades for the current semester have been submitted. Faculty members should strongly encourage students to complete the online SEI prior to the end of the semester.

### **Adjunct Faculty Evaluation**

New adjunct faculty members will begin the portfolio review process in the first semester in which they teach. This process will include a classroom observation by the adjunct faculty mentor or Dean/Department Chair/Coordinator. The Dean will finalize the portfolio review for the academic year. The next review cycle will occur during their fourth year and every three subsequent years. During the review cycle a classroom observation will be conducted. A Dean may determine that an adjunct faculty member must be evaluated in as many consecutive years as necessary and will inform the adjunct faculty member that a Portfolio Review must be completed and another classroom observation done during the coming semester or year. The portfolio includes the following sections: a brief statement of teaching philosophy, a syllabus being presently used, a final exam being presently used, the results of the SEI(s) or SIR II (for fall 2014) evaluation with goals for improvement, an assignment addressing one of the general education competencies.(if appropriate) and evidence of professional development undertaken during the current year. Each portfolio is read and commented upon by the Department Chair/Program Coordinator or Dean who retains a copy of the comments in his or her office. The original portfolio is returned to the adjunct professor in a timely manner. Individual conferences are not required but will be conducted if necessary by the Department Chair or Program Coordinator along with the appropriate Dean. Those adjunct faculty members teaching for the first time in the spring semester will turn in their first portfolio by the first Friday in March of the following year – using their most recent SEI's or SIR II's (for fall 2014).

### **Faculty Evaluation Plan**

Consult the most recent Faculty Evaluation Plan for procedures, timeline, and forms used in the evaluation process.