

EVALUATION - FACULTY

The faculty evaluation is an essential in ensuring the quality of instructions and programs. OCCC is committed to the evaluation of faculty and acknowledges the Faculty- Collective Bargaining Agreement (CBA), Article XXI - Evaluation.

ARTICLE XXI - EVALUATION

A. Purpose of Evaluation

An effective evaluation system helps the College to assure and improve the quality of its instruction and programs. It affords the opportunity for professional growth and improvement. Also, evaluation related to the improvement of instructional effectiveness is a requirement of the College's accreditation.

Part-time (including three-quarter-time) and full-time faculty evaluation consists of two distinct components:

1. The performance of assigned job duties and related responsibilities. These include adherence to College policies and procedures and the responsibility for fostering safety, non-discrimination, and other elements included in the "Duties and Responsibilities" section of the Faculty Handbook.
2. Professional development activities. These include maintaining certification, if applicable, and upgrading skills through any of a wide range of activities designed to keep pace with changing technology and knowledge in the discipline.

B. Evaluation Methods

A variety of evaluation measures will be used, including but not limited to classroom observation by the Chief Academic Officer/designee, followed by a written narrative; student evaluations after the fifth week of class; and self-evaluation. Faculty will receive a summary of student evaluations and a narrative from the observer about the observation. Faculty members may suggest optimal times and dates for an observation, which will be considered. Student focus groups, portfolios, videotaping and peer evaluations may be requested by faculty as supplemental methods of evaluation. The Chief Academic Officer/designee may schedule a meeting with a faculty member to discuss their evaluation. A faculty member also may respond in writing to an evaluation report.

Probationary full-time and three-quarter time faculty will be evaluated annually. Newly hired part-time (non-three-quarter-time) faculty will be evaluated by the Chief Academic Officer/designee during their first term of assignment. If requested by either the faculty member or the supervisor, the faculty member and the supervisor will meet to discuss the results of the evaluation and/or the faculty member's plans for professional development.

Temporary full-time and three-quarter-time faculty will be evaluated during their first term of employment.

All other faculty, both full and part time, shall be evaluated by the College but not more than once every two years unless the College determines that additional evaluation is warranted based on performance. A faculty member may be evaluated at other times upon their request. A faculty member who requests an evaluation will receive an evaluation unless they have already been evaluated within the last two years.

C. Evaluation Report

The Chief Academic Officer/designee will prepare a written report of an evaluation which will be signed by the Chief Academic Officer/designee and the faculty member under review. For probationary faculty, the report will include whether the faculty member is recommended for renewal of probationary appointment. The report will include the preliminary Evaluation Plan for the next year, when applicable. A copy of the report will be supplied to the faculty member and the original report will be sent to the Office of Human Resources for inclusion in the employee's personnel file.