

Procedure for Evaluation of Tenured Faculty

General Information

- A. Tenured faculty members (professor) shall be evaluated every third year upon attaining tenure. Each professor will be evaluated in each area of contract responsibility. All evaluations will be conducted during the fall semester unless there are extenuating circumstances.
- B. The evaluations shall include:
 - 1. Student evaluations (if applicable).
 - 2. Self-evaluation.
 - 3. Statement of Compliance.
 - 4. Professor's evaluation meeting with Supervising Administrator.
- C. The evaluation process document, professor evaluation personal checklist and the evaluation packet which includes a copy of the timeline will be prepared and distributed to the professor by the Human Resources Department during fall in-service. The timeline process will be as follows:

Tenured Faculty Timeline Process

Tenured Faculty
Specific Due Dates

1. Student Evaluation (Evaluation Form 1T, 1NT, 1TS & 1NTS)	Within the 10 th - 13 th weeks of Fall Semester (T) Throughout Fall Semester (NT)	
2. Professor Documents <ul style="list-style-type: none"> a. Self Evaluation b. Completion of Statement of Compliance 	Due on or before the 2 nd Friday in March to the Supervising Administrator.	_____ _____
3. Supervising Administrator Documents <ul style="list-style-type: none"> a. Professor Evaluation Meeting b. Completion of Statement of Compliance 	Due on or before the last Friday in May to the Human Resources Department.	_____ _____

Student Evaluations

- D. The Human Resources Department will prepare and distribute to the professor, the student evaluation process document and student evaluation packets for every section the teaching professor teaches during the semester.
- E. Under the direction of the Human Resources Department student evaluations shall also be distributed for distance learning courses and applicable non-teaching professors. This includes notification to the teaching professor of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the professor's responsibility to ensure that student evaluations are completed in the applicable format.
- F. For each section taught by a professor, a person other than that professor will administer the evaluation instrument on or before Friday of the 13th week of the fall semester. Exceptions may include but not limited to nonteaching professors or short-term courses. The completed evaluations shall be turned into the Human Resources Department on or before Friday of the 13th week of the fall semester.
- G. Under the direction of the Human Resources Department, in consultation with the Office of Institutional Research, the student evaluation results shall be compiled. The Human Resources Department will forward the student evaluation results to the Supervising Administrator. The professor may pick up the student evaluation results at the Academic Records office, once final grades are submitted.

Self-Evaluation

- H. A professor shall submit a complete self-evaluation packet to the Supervising Administrator on or before the 2nd Friday in March. A complete self-evaluation packet consists of a written evaluation indicating positive attributes, shortcomings, and a possible plan to enhance overall competency. Four general areas to be considered:
 - (T) 1) Subject Matter; 2) Methodology; 3) Professional Relations; 4) Growth Plan
 - (NT) 1) Accomplishments; 2) Training Development; 3) Professional Relations; and 4) Growth Plan.

Supervising Administrator

- I. After the Supervising Administrator reviews the professor's evaluation materials, an appointment will be arranged by the office of the Supervising Administrator for him/her to discuss the evaluation with the Supervising Administrator on or before the last Friday in May.
- J. The Supervising Administrator shall complete their portion of the Statement of Compliance form and send with supporting documentation to the Human Resources Department on or before the last Friday in May.