

ROCKY MOUNTAIN COLLEGE

FACULTY POLICY

SECTION: Faculty

NUMBER: F-001-02-0006

SUBJECT: Evaluation of Faculty

DATE: 4/2009

REVISED: 5/2010

I. PREAMBLE

Exemplary instruction is one of the major goals of Rocky Mountain College; insuring this caliber of instruction requires periodic evaluation of faculty. However, since faculty are providing instruction in a variety of environments, and since the College recognizes that many types of activities can be considered as valuable contributions, no one method of evaluation will be sufficient. The College values scholarly diversity and seeks to establish a positive relationship between the aspirations of the College's departments and the individual faculty member's competencies and aims; thus, Rocky Mountain College's evaluation system is designed to recognize the broad dimensions of teaching, be sensitive to different kinds and styles of instruction, and be as useful in distinguishing superior teaching from the merely competent, as it is in identifying poor teaching. The College's evaluation system will provide a means of collecting information for making personnel recommendations and decisions.

Rocky Mountain College will declare its values and communicate them with sufficient clarity to enable its faculty to set forth specific expectations as to teaching, research, service, and other faculty obligations. Data on teaching performance will commonly come from colleagues and students and will include (a) an accurate factual description of what an individual does as teacher, (b) various measures of the effectiveness of these efforts, and (c) fair consideration of the relationship between these efforts and the College's and departments' expectations. Those being evaluated will supply information and materials relevant to their evaluation.

Because of the usefulness of having first-hand information about an individual's teaching effectiveness, Rocky Mountain College has adopted a formative program of classroom visitation, since careful observations over a period of time have been determined to be useful in evaluating instruction and in fostering effective teaching. Clearly, there must be an understanding among the visitors and the visited upon such matters as who does the visiting, how many visits are made, what visitors look for, what feedback is given to the visited, and what formative use is made of the information. (Wording in part or whole from AAUP's 2001 *Policy Documents & Reports*, approved by the Association of Governing Boards).

I. PURPOSES OF EVALUATION

- A. Formative evaluation provides regular feedback to faculty to improve effectiveness so faculty are able to provide quality service to students and the institution.
- B. Summative evaluation provides a means to collect information for making personnel recommendations and decisions. The result of evaluations is the major determiner of retention, promotion, and tenure decisions made by the institution.

III. EVALUATION OF TENURED AND TENURABLE FACULTY

- A. Faculty members must participate in the College's formative evaluation policy (see appendix A) as well as adhering to the summative evaluation policy delineated in the remainder of Section III.
- B. Each faculty member's peer review committee will consist of two randomly chosen members of the faculty evaluation committee and three colleagues chosen by the faculty member under review. At least one of these three must be in the same discipline or a closely related discipline. Insofar as it is possible, the three chosen colleagues will remain the same throughout the course of the faculty member's employment.
- C. By April 15th, the faculty member and his or her division chair will hold a conference to agree on the percentage weight of each item in the evaluation matrix for the next evaluation cycle. This agreement will be in writing and signed by both parties. If no agreement can be reached, the academic vice president will be involved as a mediator. The agreement will be submitted to the academic vice president for approval. The agreed-upon weights will be entered into the faculty member's matrix.
- D. Though not part of the faculty member's formal evaluation, the obligations and responsibilities of faculty as defined in section 001-01-0005 of the faculty policy manual must be fulfilled.
- E. All tenurable and tenured faculty with teaching responsibilities will be evaluated on the following components of performance (see appendix B for descriptions of these categories):
 - 1. Teaching
 - 2. Scholarly and Creative Activities
 - 3. Service to the College
 - 4. Service to the Community
- F. If an activity is not specifically listed in the evaluation matrix, it is the faculty member's responsibility to determine where that activity best fits.
- G. First- and second-year tenurable faculty will be evaluated using the same criteria as other tenured and tenurable faculty; the decision regarding reappointment will be made by the academic vice president under the guidelines in section VII.
- H. Non-teaching faculty will be evaluated according to criteria determined in consultation with their immediate supervisor.
- I. All discussions held throughout the evaluation process are confidential.
- J. Faculty members are responsible to meet contractual obligations not addressed by the evaluation policy. Violation of contractual obligations or other issues involving non-compliance which are beyond the purview of the evaluation policy may result in dismissal; see section 001-01-0011 of the faculty policy manual.

IV. PERSONNEL INVOLVED AND THEIR ROLES

- A. Students

1. For tenurable faculty, students will complete rating forms for all courses taught during the spring and fall semesters prior to evaluation.
2. For tenured faculty, students will complete rating forms for a number of courses equivalent to one-fourth (1/4) of the faculty member's annual teaching load. At least one course will be evaluated each semester the faculty member teaches.
3. A faculty member's advisees will complete the rating form found in appendix C.
4. Pertinent ratings will be forwarded to the office of the academic vice president and entered into the faculty member's matrix.

B. The Faculty Member

1. The faculty member under review is responsible for collecting, organizing, and presenting documentation for evaluation; see appendix D.
2. Any faculty member may request a meeting at any time with his or her peer review committee during the evaluation process.

C. Peers and Colleagues

1. In the event that peers or colleagues are aware of issues relevant to the faculty member's evaluation, those individuals may inform the faculty evaluation committee of those issues using the following procedure.
 - a. The individual must present the information in a signed and dated letter addressed to the chair of the evaluation committee. Verbal and electronic submissions of any kind will not be accepted.
 - b. The individual will submit two signed copies of the letter to the chair of the evaluation committee no later than the evaluatee's portfolio due date. Letters submitted after the evaluatee's portfolio due date will not be accepted.
 - c. On receipt of the two copies of the signed letter, the chair of the evaluation committee will place one copy of the letter in the evaluatee's portfolio, and will personally deliver the second copy of the letter to the evaluatee.
2. The evaluatee has the right to respond to anything mentioned in the letter.
 - a. The evaluatee will have five class days either from the portfolio due date or from the date that he or she receives the letter, whichever date is later, to respond to the issues mentioned in the letter.
 - b. The evaluatee's response must be in writing and given to the chair of the faculty evaluation committee.
 - c. The chair of the faculty evaluation committee will place the evaluatee's response in the evaluatee's portfolio.

D. Administration/Staff

If the faculty member participates in advising incoming freshman or in recruiting activities, the head of academic advising and the director of admissions will forward that information to the chair of the evaluation committee using the forms in Appendix E-1 and Appendix E-2, respectively.

E. The Division Chair or The Program Director

1. In the event that the division chair or the program director is aware of issues relevant to the faculty member's evaluation, he or she may inform the faculty evaluation committee of those issues using the following procedure.
 - a. The division chair or the program director must present the information in a signed and dated letter addressed to the chair of the evaluation committee. Verbal and electronic submissions of any kind will not be accepted.
 - b. The division chair or the program director will submit two signed copies of the letter to the chair of the evaluation committee no later than the evaluatee's portfolio due date. Letters submitted after the evaluatee's portfolio due date will not be accepted.
 - c. On receipt of the two copies of the signed letter, the chair of the evaluation committee will place one copy of the letter in the evaluatee's portfolio, and will personally deliver the second copy of the letter to the evaluatee.
2. The evaluatee has the right to respond to anything mentioned in the letter.
 - a. The evaluatee will have five class days either from the portfolio due date or from the date that he or she receives the letter, whichever date is later, to respond to the issues mentioned in the letter.
 - b. The evaluatee's response must be in writing and given to the chair of the faculty evaluation committee.
 - c. The chair of the faculty evaluation committee will place the evaluatee's response in the evaluatee's portfolio.

F. The Peer Review Committee

1. The peer review committee will evaluate the materials relating to "Teaching" and "Scholarly and Creative Activities" (see Appendix E). Pertinent ratings will be forwarded to the office of the academic vice president and entered into the faculty member's matrix.
2. In addition to their evaluation of materials relating to "Teaching" and "Scholarly and Creative Activities," members of the peer review committee will evaluate

materials relating to "Service to the College" and "Service to the Community" for inclusion in its formative evaluation.

- a. A formative letter will be written and signed by all five members of the evaluatee's peer review committee. The letter must contain formative feedback in each area that the evaluatee chose on his or her matrix, with the weight taken into account. As opposed to an additional file being kept, the evaluatee shall put the letter and his or her response to it, in the following year's or subsequent PRC evaluation portfolio.
3. Prior to the completion of the formative review, the peer review committee will meet with the evaluatee as necessary.

G. The Faculty Evaluation Committee

1. The faculty evaluation committee will evaluate the materials relating to "Service to the College" and "Service to the Community"; see appendix F and G.
2. Pertinent ratings will be forwarded to the office of the academic vice president and entered into the faculty member's matrix.
3. A recommendation based on the faculty member's composite teaching rating and overall composite rating (see Appendix H) will be submitted in writing to the evaluatee and to the academic vice president by March 15th. A copy of this recommendation will also be placed in the evaluatee's evaluation file. In those cases when the faculty member is up for promotion/tenure, the evaluation committee must make a recommendation either for promotion/tenure or against promotion/tenure. Under no circumstances may the faculty evaluation committee remove itself from the promotion/tenure process.

H. The Academic Vice President

1. In the event that the academic vice president is aware of issues relevant to the faculty member's evaluation, he or she will inform the peer review committee or the faculty evaluation committee, as appropriate, prior to evaluation deliberations.
 - a. The academic vice president must present the information in a signed and dated letter addressed to the chair of the evaluation committee. Verbal and electronic submissions of any kind will not be accepted.
 - b. The academic vice president will submit two signed copies of the letter to the chair of the evaluation committee no later than the evaluatee's portfolio due date. Letters submitted after the evaluatee's portfolio due date will not be accepted.
 - c. On receipt of the two copies of the signed letter, the chair of the evaluation committee will place one copy of the letter in the evaluatee's portfolio, and will personally deliver the second copy of the letter to the evaluatee.
2. The evaluatee has the right to respond to anything mentioned in the letter.

- a. The evaluatee will have five class days either from the portfolio due date or from the date that he or she receives the letter, whichever date is later, to respond to the issues mentioned in the academic vice president's letter.
 - b. The evaluatee's response must be in writing and given to the chair of the faculty evaluation committee.
 - c. The chair of the faculty evaluation committee will place the evaluatee's response in the evaluatee's portfolio.
 3. The academic vice president, if satisfied that the evaluation committee has made its recommendation based on the policies and procedures agreed to by the College, forwards it and any recommendations regarding personnel decisions in writing to the president of the College by April 1st with a copy to the evaluatee and a copy placed in his or her evaluation file.
 4. If the academic vice president is not satisfied that the recommendation was based on the policies and procedures agreed to by the College, the academic vice president will present the matter to the personnel policies committee of the faculty. The personnel policies committee will then determine if the policies and procedures agreed to by the College were followed. The academic vice president may choose to agree with the subsequent recommendation of the personnel policies committee. If the academic vice president remains in disagreement with the recommendation of the personnel policies committee, the personnel policies committee's recommendation will be offered to the president of the College along with the original recommendation and the academic vice president's recommendation. A copy of the academic vice president's recommendation and the personnel policies committee's recommendation will be provided to the evaluatee and a copy placed in his or her evaluation file.
- I. The President of the College
1. The president of the College, if satisfied that the evaluation committee has made its recommendation based on the policies and procedures agreed to by the College, forwards it and any recommendations regarding personnel decisions in writing to the board of trustees of the College by April 15th with a copy to the evaluatee and a copy placed in his or her evaluation file.
 2. If the president of the College is not satisfied that the recommendation was based on the policies and procedures agreed to by the College, the president will present the matter to the personnel policies committee of the faculty. The personnel policies committee will then determine if the policies and procedures agreed to by the College were followed. The president may choose to agree with the subsequent recommendation of the personnel policies committee. If the president remains in disagreement with the recommendation of the personnel policies committee, the personnel policies committee's recommendation will be offered to the board of trustees along with the original recommendation and the president's recommendation. A copy of the president's recommendation and the personnel policies committee's recommendation will be provided to the evaluatee and a copy placed in his or her evaluation file.

J. The Board of Trustees

1. The board of trustees, if satisfied that the recommendation was based on the policies and procedures agreed to by the College, will approve the recommendation and any personnel decisions.
2. The board of trustees, if presented with conflicting recommendations by the president of the College and the personnel policies committee, may either vote to agree with one of the recommendations or request a hearing with the personnel policies committee and the president of the College. After a hearing, the board of trustees may vote to agree with one of the recommendations or provide a modified decision as the board of trustees may determine at its sole discretion. The board of trustees' decision is final.

K. The Final Evaluation

1. The final evaluation becomes a permanent part of the faculty member's evaluation file. This file is held securely and confidentially in the office of the academic vice president. The evaluation file will be accessible only to the faculty member, the peer review committee, the faculty evaluation committee, the academic vice president, and the president of the College. Evaluation documents will also be available to the personnel policies committee when called for by the faculty constitution or policy manual. The final evaluation summary will be available to the members of the board of trustees in cases involving promotion or tenure decisions.
2. No separate personnel files will be kept on individuals.
3. If the division chair, academic vice president, or president of the College receive complaints concerning a member of the faculty, such complaints will be dealt with in a timely fashion pursuant to section 001-01-0012 of the faculty policy manual. At the conclusion of the matter, a letter will be sent to the faculty member and added to his or her evaluation file.
4. No material to which a faculty member has not had access will be kept in the evaluation file or used in personnel decisions.

V. REBUTTAL OF EVALUATION BY FACULTY MEMBER

- A. Rebuttal may be made by any faculty member at any level of the evaluation process with the exception of the board of trustees. If the evaluatee is dissatisfied with a recommendation, the evaluatee may send a letter of rebuttal to the next highest level.

VI. TIMING OF EVALUATIONS

- A. Faculty members with tenure are evaluated every five years. Faculty members with tenurable appointments are evaluated annually. Special considerations apply to first- and second-year faculty and are found in Section VII.
- B. When a tenurable faculty member is appointed with years granted toward tenure, this agreement will be noted and forwarded to the peer review committee.
- C. Unless a faculty member is applying for early tenure (see section 001-01-0007 of the faculty policy manual), regular tenure decisions will be made during the sixth year of employment, adjusted for years granted toward tenure as noted in section VI.B.
- D. Unless a faculty member is appointed with tenure, all faculty members with tenurable appointments will undergo no fewer than two evaluations prior to a tenure decision.

VII. SPECIAL CONSIDERATIONS FOR FIRST- AND SECOND-YEAR FACULTY

- A. First- and second-year faculty members must participate in the College's formative evaluation policy (see appendix A) as well as adhering to the summative evaluation policy delineated in Section III.
- B. First- and second-year faculty will undergo a formal evaluation as described in section III. However, decisions regarding reappointment will be made by the academic vice president. First-year faculty decisions are made no later than March 1st, and second-year faculty decisions are made no later than December 15th.
- C. By September 15th, the first-year faculty member will choose three colleagues to serve on his or her five-member peer review committee; see III.A.
- D. By September 15th, the first-year faculty member and the division chair will hold a conference to agree on the percentage weight of each item in the evaluation matrix for the next evaluation cycle. This agreement will be in writing and signed by both parties. If no agreement can be reached, the academic vice president will be involved as a mediator. The agreement will be submitted to the academic vice president for approval.
- E. Though not part of the faculty member's formal evaluation, the obligations and responsibilities of faculty as defined in section 001-01-0005 of the faculty policy manual must be fulfilled.
- F. Second-year faculty members' peer review committee and percentage weights will be determined according to III.A and III.B.

VIII. SPECIAL CONSIDERATIONS FOR NON-TENURE TRACK FULL- AND PART-TIME FACULTY; AND ADJUNCT FACULTY

- A. Students will complete rating forms for each course offered by an adjunct or non-tenure track faculty member.
- B. Each semester, rating forms will be reviewed by the division chair or program director with appropriate input from faculty in the evaluatee's discipline or a related discipline.
- C. On an annual basis, the division chair or program director will meet with the adjunct or non-tenure track faculty member to discuss the faculty member's performance. A recommendation for rehire or dismissal will be made by the division chair or program director to the academic vice president. Such recommendations will be placed in the adjunct or non-tenure track faculty member's evaluation file.
- D. Non-teaching faculty will be evaluated according to criteria determined in consultation with their immediate supervisor.
- E. Rebuttal rights are not available to adjunct and non-tenure track faculty members.

IX. POLICY REVIEW

- A. The personnel policies committee may review the evaluation system annually for improvements in both content and procedure. Any recommendations must be approved by a vote of the faculty and the board of trustees.
- B. Changes and/or modifications to the appendices which are not significant and material are under the purview of the academic vice president.

X. PROCEDURES

- A. Section 001-01-0012 of the faculty policy manual regarding grievances does not apply to F001-01-0006, "Evaluation of Faculty."
- B. Recommendations at all levels will be in writing.

XI. REVIEW AND RESPONSIBILITIES

Responsible Parties: Faculty

Review: Bi-annually on or before May 31st

XII. APPROVALS

Approved:

Faculty Chair _____

Date: _____

Approved:

Chair, Board of Trustees _____

Date: _____