



Procedure 307-01 Faculty Evaluation

Sponsor: Academic Affairs

Purpose

The purpose of the evaluation of faculty is to enable an assessment of the faculty member's fulfillment of their roles in the College, including participation in committees and initiatives and their instructional effectiveness.

Definitions

Probationary Status: Full-Time Faculty who are in their first three years of Full-Time Faculty employment with the College who receive an annual review that is comprised of all four forms listed below.

Continuing Status: Full-Time Faculty who have been Full-Time Faculty for more than three years who receive an extensive three year review composed of all forms listed below and briefer annual reviews that are composed of the Full-Time Faculty Annual Goals and Evaluation form and student evaluations only every first and second year of the three year cycle.

Full-Time Faculty: Faculty accountable to thirty (30) load hours in an academic year.

Part-Time Faculty: Faculty who teach classes at CCC on a part-time basis.

Dual-Enrollment Faculty: Faculty who teach CCC dual-enrollment classes at high school districts throughout the county.

Procedure

Evaluation Forms for Full-Time (FT), Part-Time (PT), and Dual-Enrollment (DE) Faculty Evaluations

There are five forms utilized in FT/PT Faculty Evaluations (forms one through five):

1. FT and PT Faculty Classroom Observation Form
2. FT and PT Faculty Online Observation Form
3. Faculty Syllabus and Canvas Checklist
4. FT Faculty Annual Goals and Evaluation Form
5. Student Evaluations
6. DE Faculty Conference Form (Discipline Specific)
7. DE Faculty Syllabus Checklist

Evaluation Process for FT Faculty

There are four components that need to be completed on a regular basis. Some components will be completed annually, and some will be completed every third year.

1. In each of the first three years of a FT Faculty member's employment and every third year thereafter, the Dean will conduct a review of one of the FT Faculty member's classes. Depending on the modality, the Dean will complete the following:
 - a. **Option 1:** The Dean will review a traditional live class, synchronous video conference class, or hybrid class by completing FT and PT Faculty Classroom Observation (form 1). This will typically happen once in the third year, but the FT Faculty member or the Dean can request further class observations if they have a need for a more thorough process. The FT Faculty member and the Dean will have a follow-up meeting to discuss the completed form.
 - b. **Option 2:** The Dean will review an asynchronous, fully online class by completing FT and PT Faculty Online Observation (form 2). This will typically happen once in the third year, but the faculty person or the Dean can request further observations if they have a need for a more thorough process. The FT Faculty member and the Dean will have a follow-up meeting to discuss the completed form.
2. In each of the first three years of a FT Faculty member's employment and every third year thereafter, the Dean will complete the Faculty Syllabus and Canvas Checklist (form 3) and review this form with the faculty member.
3. Every year, the FT Faculty member and the Dean will complete the FT Faculty Annual Goals and Evaluation (form 4).
4. Every year, the FT Faculty member and the Dean discuss the content of the prior calendar year's Student Evaluations (form 5). The primary purpose is to give constructive feedback to improve pedagogy. The secondary purpose is to address any issues regarding the FT Faculty member's professional conduct.

Evaluation Process for PT Faculty

There are three components that need to be completed:

1. In each of the first three semesters of a PT Faculty member's employment and every third semester thereafter, the Lead Faculty/Program Coordinator/Director (LF/PC/D) will conduct a review of one of the faculty member's classes. Depending on the modality, the LF/PC/D will complete the following:
 - a. **Option 1:** The LF/PC/D will review a traditional live class, synchronous video conference class, or hybrid class by completing FT and PT Faculty Classroom Observation (form 1). This will typically happen once in the third semester, but the PT Faculty member or the LF/PC/D can request further class observations if they have a need for a more thorough process. The PT Faculty member and the LF/PC/D will have a follow-up meeting to discuss the completed form.
 - b. **Option 2:** The LF/PC/D will review an asynchronous, fully online class by completing FT and PT Faculty Online Observation (form 2). This will typically happen once in the third semester, but the PT Faculty member or the LF/PC/D can request further observations if they have a need for a more thorough process. The PT Faculty member and the LF/PC/D will have a follow-up meeting to discuss the completed form.
2. In each of the first three semesters of a PT Faculty member's employment and every third semester thereafter, the LF/PC/D will complete the Faculty Syllabus and Canvas Checklist (form 3) and review this with the faculty member.

3. In each of the first three semesters of a PT Faculty member's employment and every third semester thereafter, the prior semester's Student Evaluations (form 5) will be reviewed by the LF/PC/D. The primary purpose is to give constructive feedback to improve pedagogy. The secondary purpose is to address any issues regarding the PT Faculty member's professional conduct.

Evaluation Process for DE Faculty

There are two components that need to be completed:

1. In the first year of teaching Dual-Enrollment classes and every second year thereafter, the Lead Faculty/Program Coordinator/Director (LF/PC/D) will conduct a review of one of the DE Faculty member's classes. Depending on the modality, the DE Faculty member will be evaluated using one of the following two options:
 - a. **Option 1:** The LF/PC/D will review a traditional live class by completing FT and PT Faculty Classroom Observation (form 1). This will typically happen every two years, but the DE Faculty member or the LF/PC/D can request further class observations if they have a need for a more thorough process. The DE Faculty member and the LF/PC/D will have a follow-up meeting to discuss the completed form.
 - b. **Option 2:** The LF/PC/D will meet with the DE Faculty member to discuss how the DE Faculty member teaches the CCC curriculum at the level of rigor needed for college classes. A discipline specific DE Faculty Conference Form (form 6) will be completed by the LF/PC/D during this meeting.
2. In the first year of a DE Faculty member's work teaching dual-enrollment classes and every second year thereafter, the LF/PC/D will complete the DE Faculty Syllabus Checklist (form 7) and review this form with the DE Faculty member.

Reference

Procedure 308-02 Instructional Load Hours

Procedure History

04/2000	New
09/01/2006	Revised
11/09/2007	Revised
05/05/2010	Revised
12/08/2010	Renumbered from 443-09 and Approved by College Council
01/12/2011	Renumbered
08/29/2024	Revised and Approved by President's Cabinet
07/14/2025	Revised Sponsor from Academic and Student Affairs to Academic Affairs

Legal Review

None