



ACCREDITATION EVIDENCE

Title: Faculty Evaluation Process Map: Faculty Evaluation System

Evidence Type: Corroborating

Date: 1 October 2018

WAN: 22-0270

Classification: Resource

PII: No

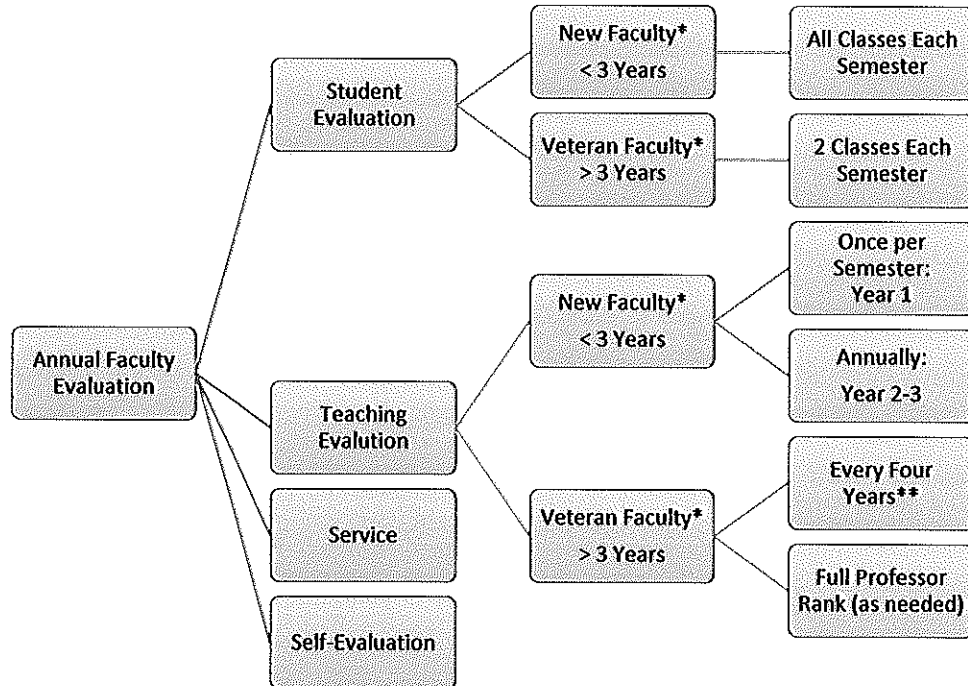
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10/1/18
From Rocky
Barney

Faculty Evaluation System

Process



***New Faculty:** Full-Time Faculty on Initial Contract and Adjuncts with fewer than 3 consecutive years of successful instruction, as determined by Western's Annual Evaluation System. **Veteran Faculty:** Full-Time Faculty on Continuing Contract and Adjuncts with more than 3 consecutive years of instructions, as determined by Western's Annual Evaluation System.

****Veteran Faculty with 3 years of Annual Evaluations Meeting Expectations or Exceeding Expectations will go on a 4-year Teaching Evaluation rotation, unless something arises indicating a need for an evaluation sooner. Those at the rank of Full Professor will be evaluated on an as needed basis.**

Teaching Evaluation Disclaimer: Instructors receiving a "needs improvement" rating will receive a follow-up visit; the higher of the two evaluations will be reported on the Annual Evaluation.

Student Evaluations Disclaimer: Adjunct Faculty and Full-time Faculty on initial contract will have all courses taught evaluated by students. Full-time Faculty on continuing contract will select two courses per semester to be evaluated by students.

Responsibilities/Timeline

Faculty

Each year Division Chairs will use the Annual Faculty Evaluation as a summative tool to assess performance and encourage growth. The evaluation consists of the formative tools: Student Evaluations, Teaching Evaluations, Assigned/Elected Service, and Self-Evaluation. To complete the Annual Faculty Evaluation, faculty will be responsible for administering student evaluations

in their classes each semester; reviewing, commenting, and signing the teaching evaluation within one week of the unannounced visit. They will also be responsible for completing Page 1. of the Annual Faculty Evaluation by Graduation Day each year. This includes completing the self-identification information, Student Evaluation, Teaching Evaluation, and Assigned/Elected Service components. During Fall Convocation, faculty will review the Division Chair Summary & Feedback on the Annual Faculty Evaluation, and complete the Faculty Self-Evaluation section. The signed/dated Annual Faculty Evaluation must be **submitted to the Division Chair no later than 5:00 pm on the last day of Fall Convocation.**

Division Chair

Each year the Division Chair will complete the Annual Evaluation (see aforementioned breakdown). To do so, the Division Chair will visit faculty classes (live or online) unannounced during the academic year. They will complete the Teaching Evaluation and submit it to the instructor within 48 hours of the visit, unless a Content Evaluation is needed to complete the form. If a Content Evaluation is required, the form will be returned within 48 hours of its completion. During the summer semester, Division Chairs will review Page 1. of the Annual Faculty Evaluation, Student Evaluations as needed, and input the Planning & Improvement Data. They will also complete the Division Chair Summary & Feedback section. The complete form will be submitted to the instructor by the first day of New Faculty In-Service for review. Once the completed evaluation is signed/dated, the Division Chair will sign, date, and submit to the Dean of Academics by September 1st.

Dean of Academics

Each year the Dean of Academics will review the Annual Evaluation during Fall semester. S/he will sign (and comment if applicable) and return the Annual Evaluation before Spring semester.