

ARTICLE XXIX INSTRUCTOR EVALUATION PROCEDURES

A. Preamble

The Association and the Board agree to cooperate in generating evaluation criteria while urging all professional staff to provide input. Changes in evaluation criteria shall be approved by the Board prior to commencement of negotiations with the Association. Evaluation procedures, instruments and implementation shall be negotiated after the adoption of criteria by the Board.

B. Philosophy and Purposes

To accomplish the Board of Trustees' stated intentions for instructor evaluation, it is recognized that two distinct evaluation processes should be utilized -- *formative* and *summative*. A formative evaluation process is one which focuses on providing instructors with appropriate feedback to be utilized in the continual development of instruction. A summative evaluation process is one which focuses on providing college leaders with objective information on which to base decisions regarding the continuing employment of individual instructors. At the same time, a summative evaluation process must inform the instructor of current success or failure in meeting the Board's adopted criteria for evaluation, and provide all feasible support and assistance in meeting these criteria.

C. Faculty Evaluation Requirements

In order to comply with K.S.A. 72-9002-06, a time frame of milestones for the completion of Professional Employee evaluation has been established. The time frame will be followed unless inappropriate behavior, student complaints, or lack of compliance with Board adopted criteria warrants immediate activities and immediate summative evaluation. The timeframe is as follows:

1. Instructional faculty during the first two years of employment: one time per semester, not later than the fortieth day.
2. Instructional faculty during their third and fourth years of employment: one time per year not later than February 15.
3. Instructional faculty employed in their fifth and following years: one time every three years.

In compliance with the above required conditions of the Kansas statutes, the evaluation process form which follows the criteria prescribed by the Board of Trustees (see Addendums I-IV) shall function as the instrument of instructor evaluation at ICC. These evaluations shall be kept on file in compliance with KS statute 72-9003(c). An evaluation of at least seven out of thirteen "no" responses on the form, with explanations in the space provided, will initiate the summative procedure, described in Article XXIX B. If such conditions arise, the instructor will be immediately notified of this administrative decision.

Instruction Evaluation Procedures and Terms

A. Formative Evaluation Procedure

Formative evaluation, together with all other instructional development processes, is viewed as a continuing and cooperative process to access and improve learning and instruction. Toward this end, instructional faculty, students and administrators work together by reviewing general and specific instructional responsibilities, examining instructional conditions, determining whether instructional faculty meet the individual responsibilities satisfactorily, and by deciding on changes in these areas.

All formative evaluation processes are outside of, and distinctly separate from, the summative evaluation process. As such, those implementing formative processes are encouraged to experiment and creatively seek new and varied means by which instruction may be improved.

The use of all tools and methods under formative evaluation are voluntary, and the procedures may be regarded as suggestions for implementing the tools and methods.

In order to implement, guide, review, and continually improve the formative evaluation process, an *Instructional Development Committee* will be formed. This committee, which will consist of two-thirds Faculty Association majority, will function as an institutional standing committee, and will be responsible for:

- a) providing instructor access to the college's formative evaluation process.
- b) encouraging instructor participation in the formative evaluation process in the form of peer assistance or mentoring.
- c) suggesting tools, instruments, methods, modes, procedures and timeframes for formative process.
- d) fostering formative cooperation between instructors, students, and administrators.
- e) reviewing and assessing the effectiveness of formative process, and seeking means of continual improvement in these processes.

To accomplish the objectives of formative evaluation, the use of at least four distinct components will be developed and encouraged by the committee. These components are self-examination, student feedback, administrative feedback, and peer assistance.

Forms, instruments and additional procedural details for use in the formative process will be suggested by the Instructional Development Committee with input from faculty and administration.

B. Summative Evaluation Procedure

Summative evaluation, as stated previously, focuses on providing college leaders with objective information on which to base decisions regarding the continuing employment and/or remediation plan of individual instructors. Any instructor exhibiting behavior believed to be below College standards relative to the adopted criteria of the Board of Trustees may become subject to these procedures. The Chief Academic Officer shall assume responsibility for the administration of the summative evaluation procedures listed below:

- 1) A conference shall be held between the ***administrative evaluator*** and the ***instructor*** within ten (10) days of any observation but not less than forty-eight (48) hours before any evaluation observation. The purpose of this conference shall be to identify the objectives of the evaluation, data sources to be used for the evaluation (e.g. Instructor Portfolio), and any specific areas the evaluator wishes to observe. The administrative evaluator shall identify three (3) possible dates for the evaluation observation from which the instructor chooses the one that best fits the evaluation objectives. In addition, the instructor shall outline the lessons to be observed and share the expected objectives of each lesson. Any administrative evaluator data source other than observation shall be clearly identified and communicated to the instructor.
- 2) Each observation shall be for at least one class period. At least three (3) observations shall be conducted during the evaluation year, prior to February 15.
- 3) Within two (2) days of the observation, the instructor and the administrative evaluator shall meet to review the written results of the evaluator's observation. A copy of the completed document shall be given to the instructor at least one (1) day prior to the post-evaluation conference. The instructor shall be given a copy of any revised version of the evaluation document. If the document is prepared by electronic means, a copy of the file used to prepare the document will be provided at the instructor's request.
- 4) Should the evaluation reveal any performance deficiency relative to the Board's adopted criteria, the administrative evaluator shall identify and cite specifics of the deficiency and

provide a specific prescription for correcting this deficiency. At this point, a remediation plan agreed upon by the administrative evaluator and instructor shall be developed to aid the instructor in professional growth and improvement at ICC and shall include the following components:

- a. specific, measurable assistance to be provided by the administrative evaluator, including, but not limited to: demonstration lessons, modeling behavior, release time for consultation and/or other mutually agreed resources;
 - b. specific action to be taken by the instructor, including, but not limited to: pre-approved lesson plans, consultation with peers for coaching, paid release time to observe other instructors, College-paid course work and/or other approved activities;
 - c. a timetable for assessing the progress of remediation shall be mutually agreed between the administrative evaluator and evaluatee.
- 5) The administrative evaluator and the instructor shall agree on a specific deadline for the remediation plan which shall not be more than one (1) year nor less than thirty (30) days between observations.
 - 6) If, during the course of the remediation procedures, the instructor satisfactorily meets the requirements of the Board's criteria, the remediation process shall end. Upon termination of the remediation process, a final conference shall be held between the administrative evaluator and the instructor and final written documentation shall indicate the instructor has successfully met the criteria.
 - 7) At the agreed remediation period deadline, the evaluator will notify the instructor, in writing, within forty-eight (48) hours of the summative evaluation on identified deficiencies. This final administrative action shall contain either the basis for recommending administrative action (non-renewal; termination; probation; other), or a successful removal from summative evaluation procedures.

C. Supplemental Conditions

- 1) All evaluation forms, instruments and documents shall be attached to this agreement as Addendums I-IV
- 2) Formative evaluation components such as peer assistance and student surveys shall remain confidential with the instructor and any assistance provider.
- 3) All observations for evaluation purposes shall be done openly and with the full knowledge of the instructor.
- 4) All evaluation statements shall be based on evidence directly observed by the administrative evaluator. This excludes any and all anonymous data related to the evaluatee's performance, character or behavior.
- 5) Audio and video recording shall not be conducted without the instructor's prior written permission.
- 6) Any evaluation data generated to address K.S.A. 72-9004 (a) "...including improvement in the academic performance of pupils or students insofar as the evaluated employee has the authority to cause such improvement..." must have validity, reliability, accuracy and applicability established by the Board of Trustees and approved by the Faculty Association prior to its use.
- 7) No written documentation on formative assistance shall be a part of an Instructor's personnel file. All summative evaluation data shall be part of an Instructor's file for not more than three (3) years.
- 8) When a complaint from a non-evaluator (patron, student, colleague, etc.) is registered against a Faculty, such a complaint will be handled outside of the evaluation process.

STATEMENT OF PURPOSE:

In order to evaluate all instructional employees as fairly as possible, and in compliance with Kansas Statutes (72-9003, 72-9004, 72-9005, 72-9006) the Board of Trustees shall establish criteria, which will, as required by the laws of Kansas, take into consideration the following qualities and attributes: "efficiency, personal qualities, professional deportment, ability, results and performance, capacity to maintain control of students, and such other matters as deemed material." The Board's intentions for instructor evaluation are: improvement of instruction, promotion of professional growth, and assurance that employment decisions are based upon specific information.

The criteria shall be devised by the Board of Trustees and presented to the joint evaluation committee (Article XXIX, Negotiated Agreement) whose responsibility will be the development of evaluation procedures and instruments that take into consideration the standards of feasibility, propriety, and utility. Negotiations will lead to agreement upon a final document(s). Procedural administration and filing of the document(s) will follow the state laws of Kansas.

CRITERIA:

Numbered items are the specific criteria to be used in instructor evaluation. Lettered items indicate qualities that are to be considered in relation to the specific criteria. However, the evaluation committee is not limited to these qualities in development of the evaluation instrument.

1. PROFESSIONAL COMPETENCE
 - a. Expertise in teaching field
 - b. Participation in professional development opportunities
 - c. Proficiency in interpreting the college catalog and providing transfer and other academic advice for students
 - d. Support of the college mission and purposes and adherence to policies and regulations
2. INSTRUCTIONAL COMPETENCE
 - a. Capability in planning and presentation of subject matter
 - b. Competence in selection and use of various techniques and resources
 - c. Communicative skills
 - d. Accurate and complete record keeping
3. MANAGERIAL COMPETENCE
 - a. Ability to create and maintain an effective learning environment
 - b. Capability in guiding the learning process
 - c. Demeanor in handling daily routines that would also serve in coping with disruptions and emergencies
4. ASSESSMENT COMPETENCE
 - a. Competence in devising and using methods of student assessment
 - b. Reliability in method and practice of reporting student achievement
5. PROFESSIONAL RESPONSIBILITY
 - a. Ethics, attitude and deportment appropriate to the teaching profession
 - b. Service and/or involvement in ICC beyond contract assignments
 - c. Service and/or involvement in the teaching profession
 - d. Service and/or involvement in the college community (service area)

ICC EVALUATION OF PROFESSORS

Vice-President
of Academic Affairs or Designated
Administrative Evaluator

Date



Administrative Evaluation of Professor (Formative)

Did the faculty member fulfill the following responsibilities during the academic semester of _____, in the year of _____? Check “yes,” “no” or write “n/a” if not applicable. Notes may be attached.

_____ yes 1) Attended the beginning of semester in-service or was excused by the Vice-President of Academic Affairs.
 _____ no
 _____ n/a

_____ no
 _____ n/a

_____ yes 2) Attended mid- semester in-service or was excused by the Vice-President of Academic Affairs.
 _____ no
 _____ n/a

_____ no
 _____ n/a

_____ yes 3) Turned-in copies of syllabi.
 _____ no
 _____ n/a

_____ no
 _____ n/a

_____ yes 4) Signed employment contract.
 _____ no

_____ no

_____ yes 5) Attended meetings for at least one Standing Committee.
 _____ no

_____ no

_____ yes 6) Posted and attended office hours (requires 8 per week).
 _____ no

_____ no

_____ yes 7) Submitted course outcomes assessment data for one course.
 _____ no
 _____ n/a

_____ no
 _____ n/a

_____ yes 8) Attended Division Meetings unless excused by the Chair.
 _____ no

_____ no

_____ yes 9) Submitted required paperwork for sick / personal days.
 _____ no
 _____ n/a (took no such days)

_____ no
 _____ n/a

_____ yes 10) Taught / covered all scheduled classes unless excused, or covered by sick / personal days.
 _____ no

_____ no

_____ yes 11) Participated in Advisement.
 _____ no

_____ no

_____ yes 12) Submitted course grades for the past semester.
 _____ no
 _____ n/a

_____ no
 _____ n/a

____ yes 13) Attended Graduation Commencement for the past year unless excused by the Vice-President of Academic Affairs
____ no
____ n/a

OPTIONAL SECTION (additional text may be attached)

Professional Development Activities:

Community Service Activities:

Extra Duties / Services on Campus / Community Service (e.g. student organizations, committee work, etc.):

Professional Goals, Projects & Improvements:

Verification:

After reviewing the evaluation document, the instructor and administrator sign and date it in the appropriate location. The instructor's signature does not necessarily indicate agreement or disagreement. The administrator shall keep the original document and the instructor will receive a copy of the signed document.

Professor

Date

Vice-President of Academic Affairs or
Designated Administrative Evaluator

Date



Professor Self-Evaluation (Formative)

Did the faculty member fulfill the following responsibilities during the academic semester of _____, in the year of _____? Check “yes,” “no” or write “n/a” if not applicable. Notes may be attached.

____ yes 1) Attended the beginning of semester in-service or was excused by the Vice-President of Academic Affairs
____ no
____ n/a

____ yes 2) Attended mid- semester in-service or was excused by the Vice-President of Academic Affairs.
____ no
____ n/a

____ yes 3) Turned-in copies of syllabi.
____ no
____ n/a

____ yes 4) Signed employment contract.
____ no

____ yes 5) Attended meetings for at least one Standing Committee.
____ no

____ yes 6) Posted and attended office hours (requires 8 per week).
____ no

____ yes 7) Submitted course outcomes assessment data for one course.
____ no
____ n/a

____ yes 8) Attended Division Meetings unless excused by the Chair.
____ no

____ yes 9) Submitted required paperwork for sick / personal days.
____ no
____ n/a (took no such days)

____ yes 10) Taught / covered all scheduled classes unless excused, or covered by sick / personal days.
____ no

____ yes 11) Participated in Advisement.
____ no

____ yes 12) Submitted course grades for the past semester.
____ no
____ n/a

____ yes 13) Attended Graduation Commencement for the past year unless excused by the Vice-President of Academic Affairs
____ no
____ n/a

OPTIONAL SECTION (additional text may be attached)

Professional Development Activities:

Community Service Activities:

Extra Duties / Services on Campus / Community Service (e.g. student organizations, committee work, etc.):

Professional Goals, Projects & Improvements:

Verification:

After reviewing the evaluation document, the instructor and administrator sign and date it in the appropriate location. The administrator shall keep the original document and the instructor will receive a copy of the signed document.

Instructor

Date

Vice-President of Academic Affairs or
Designated Administrative Evaluator

Date



Administrative Evaluation of Professor (Summative)

Did the faculty member fulfill the following responsibilities during the academic semester of _____, in the year of _____? Check "yes," "no" or write "n/a" if not applicable. Notes may be attached.

____ yes 1) Attended the beginning of semester in-service or was excused by the Vice-President of Academic Affairs
____ no
____ n/a

____ yes 2) Attended mid- semester in-service or was excused by the Vice-President of Academic Affairs
____ no
____ n/a

____ yes 3) Turned-in copies of syllabi.
____ no
____ n/a

____ yes 4) Signed employment contract.
____ no

____ yes 5) Attended meetings for at least one Standing Committee.
____ no

____ yes 6) Posted and attended office hours (requires 8 per week).
____ no

____ yes 7) Submitted course outcomes assessment data for one course.
____ no
____ n/a

____ yes 8) Attended Division Meetings unless excused by the Chair.
____ no

____ yes 9) Submitted required paperwork for sick / personal days.
____ no
____ n/a (took no such days)

____ yes 10) Taught / covered all scheduled classes unless excused, or covered by sick / personal days.
____ no

____ yes 11) Participated in Advisement.
____ no

____ yes 12) Submitted course grades for the past semester.
____ no
____ n/a

____ yes 13) Attended Graduation Commencement for the past year unless excused by the Vice-President of Academic Affairs
____ no
____ n/a

OPTIONAL SECTION (additional text may be attached)

Professional Development Activities:

Community Service Activities:

Extra Duties / Services on Campus / Community Service (e.g. student organizations, committee work, etc.):

Professional Goals, Projects & Improvements:

Verification:

After reviewing the evaluation document, the instructor and administrator sign and date it in the appropriate location. The instructor's signature does not necessarily indicate agreement or disagreement. The administrator shall keep the original document and the instructor will receive a copy of the signed document.

Instructor

Date

Vice-President of Academic Affairs or
Designated Administrative Evaluator

Date



Professor Self-Evaluation (Summative)

Did the faculty member fulfill the following responsibilities during the academic semester of _____, in the year of _____? Check “yes,” “no” or write “n/a” if not applicable. Notes may be attached.

____ yes 1) Attended the beginning of semester in-service or was excused by the Vice-President of Academic Affairs.
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Instructor

Date

Vice-President of Academic Affairs or
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Date