

Board policy dictates that all faculty be evaluated each year. The evaluations are intended to be used as instruments for the improvement of instruction. Additional evaluations may be conducted upon the instructor's request or at the option of the administration. The Campus Dean may also use the evaluation for any salary adjustments.

These evaluations will be available to the Faculty Senate Tenure Committee as provided for under the institutional tenure guideline policy.

### **Fall Planning Form/Annual Summary of Activities**

Each fall, benefitted faculty members shall complete a Fall Planning Form which outlines their objectives and activities for the upcoming academic year. These are submitted to the respective department chair. The following spring an Annual Summary of Activities form shall be completed which documents faculty activities over the past academic year. These forms assist faculty in setting objectives, documenting activities, and providing information that can be used in promotion and tenure considerations. On alternate years coinciding with student evaluations, full-time faculty members will meet with the department chair to discuss their Annual Summary of Activities.

### **Student Evaluation**

#### Evaluation Instrument

- Student Evaluation Form

#### Frequency

- Student evaluations will occur in each class during each semester of the benefitted faculty member's first year of employment.
- Student evaluations will be conducted following the first year of employment in each class during alternate years and alternate the semesters.
- This evaluation will be scheduled so that a benefitted faculty member will be evaluated each year either by student evaluations or a teaching evaluation.
- Part-time or adjunct faculty are evaluated using student evaluations every semester they are employed.

#### Procedure

- Student evaluations will be conducted following the last day to drop classes and prior to final exams.
- Forms will be distributed during the class period by a student selected by the faculty member and returned by the student to the appropriate administrative assistant. The faculty member will be absent from the classroom during the time of the evaluation.

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- The student evaluations will be reviewed and summarized by the department chair and returned to the faculty member after final grades have been submitted. A summary of the evaluation will be placed in the faculty member's personnel file.

### **Teaching Evaluation**

#### Evaluation Instrument

- Teaching Evaluation Form

#### Frequency

- Teaching evaluations of benefitted faculty will be conducted by the department chair in at least one class each semester during the faculty member's first year of employment.
- The department chair will conduct a teaching evaluation of each benefitted faculty member following the first year of employment in at least one class during alternate years and alternate the semesters.
- This evaluation will be scheduled so that a benefitted faculty member will be evaluated each year either by student evaluations or a teaching evaluation.
- Teaching evaluations are not required for adjunct faculty but, may be scheduled by department chairs at their discretion.

#### Procedure

- A minimum of twenty-four-hour notice will be given prior to any formal classroom visitation for the purpose of a teaching evaluation.
- A formal evaluation report using a standardized format will be completed by the department chair, reviewed with the faculty member and placed in the faculty member's personnel file.

### **Performance Evaluation**

#### Evaluation Instrument

- Performance Evaluation Form

#### Frequency

- This evaluation will be conducted each year by the department chair.

#### Procedure

- Each benefitted faculty member will be annually evaluated, complying with SBHE policy. The evaluation will draw on the Annual Summary of Activities, teaching evaluations, and/or student evaluations. The performance evaluation will be placed in the faculty member's personnel file.
- If the faculty member disagrees with the department chair's evaluation, an evaluation by the Campus Dean and/or Associate Dean for Academic and Student Affairs may be requested. The Campus Dean's and/or Associate Dean for Academic and Student Affairs evaluation will also be included in the faculty member's personnel file.

### **Performance Improvement Plan**

The purpose of a Performance Improvement Plan (PIP) is to assist faculty whose performance fails to meet expectations and is not satisfactory in one or more areas. It supports faculty whose performance has diminished, become inconsistent or otherwise needs improvement. The PIP is used to identify areas of concern, provide improvement goals and expectations, provide resources, and set timelines for improvement, consequences and expectations. The anticipated outcome of the PIP is to allow faculty the opportunity to demonstrate improvement and satisfactory job performance. A faculty member who continues to under-perform or fails to sustain satisfactory performance may be subject to termination.

### **Exceptions**

The following is a list of exceptions to this policy:

- Benefitted employees who are defined as staff for purposes of employment and who have instructional duties are required to have student evaluations conducted in all classes each semester and are exempt from the classroom observations requirement. Employees who fall into this category may be required to submit a Fall Planning Form and Spring Summary of Activities form. Annual evaluations are required for all benefitted employees.
- Fulltime, benefitted employees who teach in a consortium of other colleges (i.e., Dakota Nursing Program) may be exempt from student evaluations and classroom observations as defined in this policy as long as students and administrative staff are able to conduct evaluations under a consortia policy.
- Faculty in the Farm Business Management program are exempt from student evaluations and classroom observations due to the unique instructional format of this program.

### **Summary Calendar for Evaluation**

#### August/September

Faculty Fall Planning Forms turned into department chair.

#### Fall Semester

Teaching evaluations of faculty by department chair – first year faculty, faculty on the first semester rotation.

Student evaluations of faculty – first year faculty, faculty on the first semester rotation and adjuncts.

#### Spring Semester

Teaching evaluations of faculty by department chair – first year faculty and faculty on the second semester rotation.

Student evaluations of faculty – first year faculty, faculty on the second semester rotation, adjunct.

#### Late April/May

Spring Summary of Activities due to department chair.



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Department chair meets with the faculty who are not on the current year's teaching evaluation rotation

### May

Performance evaluation of all benefited faculty by department chair using Spring Summary of Activities/Student Evaluations/Teaching Evaluations