

# KAUA'I COMMUNITY COLLEGE

## Faculty Evaluations Reference Guide

### 1. Purpose

- A. Board of Regents (BOR) Policy 9-13 states “appointees will be evaluated periodically in accordance with the guidelines below and the specific procedures developed by the appropriate administrative offices to implement this policy. These performance evaluations shall be conducted in order: (1) to provide assurance to the University and its constituents that professional staff resources and particular areas of expertise are being used to the best advantage; (2) to provide for the systematic recognition of excellence and develop incentives for superior performance; and (3) to provide means for the improvement of performance in furtherance of the University's mission.”
- B. To provide guidelines and procedures for the periodic evaluation of all faculty. “All faculty” includes probationary faculty (tenure track), non-probationary faculty (which includes acting instructors), tenured faculty at all ranks, and lecturers (part-time or adjunct faculty). Please note that the most current Regents Policies, System Policies, and Collective Bargaining Agreement always supersede these guidelines and procedures should any discrepancies arise.

### 2. References

- A. Board of Regents Policy Section 9-13 Evaluation of Board of Regents' Appointees
- B. University of Hawai'i Executive Policy EP 5.221 Classification of Faculty
- C. University of Hawai'i Executive Policy EP 9.203 Evaluation of Board of Regents Appointees
- D. University of Hawai'i Community Colleges Policy (UHCCP) 8.450 Retention and Disposition of Applications for Contract Renewal and Promotion/Tenure
- E. University of Hawai'i Community Colleges Policy (UHCCP) 9.104 Lecturer Evaluation
- F. University of Hawai'i Community Colleges Policy (UHCCP) 9.203 Faculty Five-Year Review
- G. Kaua'i Community College Catalog
- H. University of Hawai'i Community Colleges (UHCC) Contract Renewal Guidelines (revised annually)
- I. University of Hawai'i Community Colleges Tenure and Promotion Guidelines (revised annually)
- J. Agreement between the University of Hawai'i Professional Assembly and the Board of regents of the University of Hawai'i (UHPA Agreement)

### 3. Guidelines and Procedures

- A. Evaluation Periodicity – BOR Policy requires all faculty members be evaluated at least every five years. To accomplish this, the below guidelines will be followed:
  - i. Probationary faculty will normally be evaluated during the second-year contract renewal, the fourth-year contract renewal, and the tenure review. The tenure

review usually occurs in the fifth year of service. Should the tenure review occur prior to the fifth year of service, the Chancellor may exempt the fourth-year contract renewal review. Should the probationary period be extended until the sixth or seventh year of service, probationary faculty shall submit annual contract renewals starting in the fifth year. (UHPA Agreement)

- a) Second year contract renewals must cover all probationary semesters up to but not including the semester the contract renewal dossier is submitted. If the applicant has evidence from the semester in which the application is submitted, it is the applicant's decision whether or not to include it.
    - b) Fourth year contract renewals must cover all probationary semesters since those covered in the second year contract renewal except the semester the contract renewal dossier is submitted. If the applicant has evidence from the semester in which the application is submitted, it is the applicant's decision whether or not to include it.
    - c) Tenure dossiers must cover all probationary semesters up to but not including the semester the dossier is submitted. If the applicant has evidence from the semester in which the application is submitted, it is the applicant's decision whether or not to include it.
  - ii. Tenured faculty shall be evaluated every five years after tenure is awarded. Should a faculty member apply for and be evaluated for promotion prior to the end of a five-year period, a successful promotion will count as the five-year evaluation and the next evaluation will be due five years later. Unsuccessful promotions are not considered an evaluation for purposes of this policy; however, the unsuccessful promotion document may be submitted for the five-year review. (UHCCP 9.203)
  - iii. Non-probationary faculty shall be evaluated annually in the spring semester. The evaluation period must cover all semesters during the previous calendar year. If the applicant has evidence from the semester in which the application is submitted, it is the applicant's decision whether or not to include it.
  - iv. All lecturers at Step A shall be evaluated once each year; all lecturers at Step B shall be evaluated once every two years and all lecturers at Step C shall be evaluated once every four years. Evaluations may be required at more frequent intervals for lecturers at Steps B and C if there are concerns with the lecturer's performance. (UHCCP 9.104)
- B. Peer Review – Faculty have the right to be evaluated by their peers. Peer classroom observations should be arranged according to Division Personnel Committee (DPC) guidelines. Faculty may also request an academic administrator conduct a classroom observation. At no time shall a classroom observation occur without consent from the evaluated faculty member. Peer reviews for distance learning courses shall be conducted according to campus procedures for review of distance learning courses.

- C. Evaluators – Faculty shall only be evaluated by full-time faculty and administrators of Kaua‘i Community College. Exceptions to this must be approved by both the evaluated faculty member and the Chancellor (or Chancellor’s designee). A tenure and promotion review committee (TPRC), which will have members who are full-time tenured faculty at other University of Hawai‘i Community Colleges (UHCCs), will also evaluate faculty for promotion and tenure.
- i. Full-time Teaching Faculty
    - a. For contract renewal, faculty will be evaluated by the Division Personnel Committee (DPC), except for acting instructors; the Division Chair (DC); and the Vice Chancellor for Academic Affairs (VCAA) who serves in the absence of any deans. All will make recommendations to the Chancellor. (UHCC Contract Renewal Guidelines)
    - b. Tenure and/or promotion: The procedures for evaluation as part of tenure/promotion follow established procedures as defined in the tenure and promotion guidelines.
    - c. Lecturers will be evaluated by the DC. The results of the evaluations shall be reported to the VCAA. (UHCCP 9.104)
  - ii. Counselors
    - a. For contract renewal, counselors will be evaluated by the DPC, and the Vice Chancellor for Student Affairs (VCSA), who will make recommendations to the Chancellor. (UHCC Contract Renewal Guidelines)
    - b. For tenured faculty, other than for promotion, counselors will be evaluated by the DPC. The DPC chair shall submit by February 15, a completion report to the VCSA on the year's five-year evaluations, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable. The VCSA will transmit the completion report to the Chancellor to include in the campus report. (UHCCP 9.203)
  - iii. Institutional Effectiveness and Office of Continuing Education Faculty
    - a. For contract renewal, faculty will be evaluated by the DPC, and the unit Executive Manager who will make recommendations to the Chancellor. (UHCC Contract Renewal Guidelines)
    - b. For tenured faculty, other than for promotion, faculty will be evaluated by the DPC Chair. The DPC chair shall submit by February 15, a completion report to the Executive Manager on the year's five-year evaluations, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable. The Executive Manager will transmit the completion report to the Chancellor to include in the campus report. (UHCCP 9.203)

- D. First and foremost, all evaluations should consider faculty effectiveness as teachers (counselors or instructional supporters) as supported by the evidence provided by the faculty for their evaluation. This should include evaluating faculty assessment of student learning outcomes. Faculty should also be evaluated on professional development and staying current in their fields; service to their division, the college and to the community; and leadership commensurate with their faculty rank and position. (UHCCP 9.203 and UH Executive Policy EP 5.221)
4. Faculty responsibilities – For any evaluation, a faculty member shall submit a review document containing information regarding the nature and extent of his/her contributions in each of the areas of duties and responsibilities of his/her rank as specified in the University of Hawai‘i Community Colleges Faculty Classification Plan (UH Executive Policy EP 5.221). Evidence relating to the quality of these contributions should be included according to the following:
- A. For contract renewal, the document should follow the UHCC Contract Renewal Guidelines.
  - B. For promotion or tenure, the document should follow the UHCC Tenure and Promotion Guidelines.
  - C. For five-year faculty evaluations, faculty should follow the requirements of UH Executive Policies 5.221 and 9.203 (Section IV), and UHCC Policy 9.203.
  - D. For lecturer evaluations, faculty should follow the requirements of UHCCP 9.104 and submit:
    - i. one peer evaluation;
    - ii. results of student evaluations for all classes taught; and
    - iii. a self-analysis of the degree of attainment of student learning outcomes in the classes taught, instructional strategies and their effectiveness in each course, results of the peer and student evaluation, and any planned actions as a result of the comments, and responses to prior evaluation recommendations, if any.

#### 5. Responsibilities of Reviewers

- A. For the evaluation process to achieve the goals outlined in paragraph 1.A above, all reviewers, including DPC members, chairs, and administrators, should be familiar with the requirements for evaluation of faculty as outlined in the references in paragraph 2 above.
- B. Reviewers should make every effort to document accomplishments of evaluated faculty and to make constructive recommendations for improvements whenever warranted.
- C. If a reviewer discovers a faculty member being evaluated has failed to provide required documentation or evidence in his/her submission, the reviewer shall:

- i. for contract renewal, promotion, or tenure – contact the Chancellor’s office. The Chancellor will request the faculty member submit the missing materials. The Chancellor’s office will request the faculty dossier be returned to the Chancellor’s office and the missing materials will be inserted into the dossier which will then be returned to the reviewer to continue the review process.
  - ii. for five-year evaluations – the DC or equivalent will request the faculty member submit the missing materials.
  - iii. for lecturer evaluations – the DC will request the lecturer submit the missing materials.
- D. An essential part of the evaluation process is to provide feedback to the faculty. Division Chairs (or the equivalent) should meet with all faculty undergoing evaluations, including lecturers, and summarize the results of their performance.

#### 6. Disposition of Evaluation Materials

- A. Disposition of Contract Renewal, Promotion, and Tenure forms and documents shall be done according to UHCCP 8.450.
- B. Lecturer evaluation materials shall be maintained at the division for five years after the last term a lecturer is employed.
- C. Five-year evaluations not requiring follow up action should be returned to the faculty. For a five-year evaluation requiring an improvement plan, the evaluation and a copy of the improvement plan shall be kept in the Human Resources Office until the improvement plan has been satisfactorily completed. Afterwards, the evaluation shall be returned to the faculty member.

Approved

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Margaret Sanchez, Interim Chancellor

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Date