

D.7.1.1 (Procedure) Employee Evaluations

Responsible Department: Human Resources

Based on Board Policy: [D.7.1 – Employee Evaluations](#)

Approved: 4-28-09

Last Amended: 1-13-10

In this procedure the term "department chairs" includes department chairs and equivalent positions.

All Full-Time Employees and Adjunct Faculty

For the following purposes, each supervisor employed by the College District shall conduct periodic performance evaluations ("evaluations") of all full-time employees and adjunct faculty under his/her supervision:

1. To provide information to individual employees concerning job performance and thus contributing to their professional growth and development.
2. To measure the performance of each employee in ways that help assure competent performance of job duties, reward extraordinary performance, and support progressive discipline in suitable cases.
3. To provide information for use in recommendations concerning other institutional personnel actions.

The Board of Trustees shall perform the annual evaluation of the District Director of Internal Audit.

Evaluations shall be performed according to the following schedule:

1. Department chairs shall perform evaluations of full-time non-tenured faculty members annually, and of tenured faculty members once every two years, or more frequently as necessary for other reasons or requested by the faculty member for such purposes as promotion and awards. Evaluations shall cover the period since the last evaluation was performed.
2. Deans shall perform evaluations of non-tenured department chairs annually, and of tenured department chairs once every two years, or more frequently as necessary for other reasons or requested by the chair for such purposes as promotion and awards.
3. Supervisors shall perform evaluations of part-time adjunct faculty during at least one term of each academic year in which the part-time adjunct faculty serve.
4. Tenured and tenure track faculty members shall perform evaluations of department chairs during the second year of every three-year term of service.
5. Supervisors of full-time non-faculty employees shall perform annual evaluations of those employees.

Persistent failure to perform evaluations according to the schedule in this procedure ("timely perform") for all full-time employees and adjunct faculty supervised may constitute grounds for progressive discipline for supervisors, whether faculty, classified or professional staff, or

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administrators of the colleges and district services. Each college President shall ensure that evaluations are timely performed for all full-time employees and adjunct faculty at his/her college, and each Vice Chancellor shall ensure that evaluations are timely performed for all full-time employees and adjunct faculty in his/her area of responsibility.

If an employee disagrees with an evaluation he/she may appeal it within the college to the President. Within district services evaluations may be appealed to the respective Vice Chancellor. Written employee rebuttals shall be attached to the evaluation and kept in the employee's personnel file.

Faculty

Performance evaluations provide a mechanism for faculty to regularly reassess professional performance and use such assessment as a basis for improvement of instruction.

Performance evaluations of faculty shall be based primarily on three factors:

1. **Teaching**: including, but not limited to, using appropriate teaching techniques; communicating ideas; stimulating student interest and independent thought; challenging and motivating students to learn and achieve; maintaining high academic performance standards; and using student outcome results to continually improve teaching and learning;
2. **Service**: including, but not limited to, participating in the development of course content and selection of textbooks, equipment and instructional materials; fulfilling all departmental duties and responsibilities in a timely manner; following policies, procedures, regulations and other requirements of the individual College, College District, and applicable external accrediting and governing agencies; serving on department, college and district committees as needed; and donating academic expertise in the local, state or national community; and
3. **Professional growth**: including, but not limited to, maintaining knowledge and skills through study and research in the teaching discipline and involvement in professional organizations.

Specific graduate course work is required (see [D.8.2.1](#)) for most faculty who are working toward promotion. Research, especially pedagogical research and curriculum development, is also encouraged.

The assessment shall be based on the following types of evidence: observation by the department chair, peer evaluation, self evaluation, and student surveys. Student surveys shall be used primarily for the improvement of instruction. In addition, they shall be made available to the department chair as one of several components of the evaluation of teaching and thus shall become a factor in the performance evaluation.

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College administrators shall use the performance evaluation to support improvement of instruction of all faculty, including tenured faculty, and to make decisions on promotion, tenure, or renewal of a non-tenured faculty member.

The Chancellor or designee shall ensure that guidelines for performance evaluations are implemented. Procedural guidelines involving staff and faculty evaluation, including the design of all forms used in the process, shall be developed jointly by staff and faculty and the Human Resources department and submitted to the Chancellor for final approval.

Supervisors shall use the appropriate standardized form(s) for each evaluation.

Faculty evaluation forms are available at the Human Resources office. Non-faculty evaluation forms and information on non-faculty evaluation training are available at <http://www.alamo.edu/district/hr/appraisal.htm>