

Instructor Performance Review Procedure

Division/Department Chairs are responsible for conducting accurate performance reviews for faculty members (including adjunct and part-time) reporting to them. The evaluation process has two parts that are described in more detail below:

- Minimum Standards Performance Review
- Pay for Performance Review

Both parts must be completed for all faculty members including adjunct and part-time.

Any personnel issues that have occurred within the rating period need to be addressed in the instructor's performance review.

It is not required, but Division/Department Chairs are free to have instructors complete self-evaluations as input for your use when drafting their performance reviews.

Draft performance reviews for your faculty members are submitted to the Dean/Associate Dean of Academic & Student Affairs typically at the end of February. **DO NOT** finalize instructor performance reviews and discuss them with instructors before submitting the draft for review.

These steps are then followed to complete instructor reviews:

- Any adjustments to instructor reviews will be discussed.
- Typically by the beginning of April, instructor reviews including any final adjustments will be returned to the Division/Department Chairs.
- Division/Department Chairs then meet with your instructors to discuss their final performance reviews. Note that differences between the instructor's self-evaluation and your final evaluation of the instructor need to be discussed with him/her and documented.
- Both the instructor and the Division/Department Chair must sign the final evaluation in ink.
- Make a copy for the instructor and for the Division/Department Chair's file.
- The original, signed instructor reviews are due at the Division/Department Chair's performance review meeting with the Dean/Associate Dean of Academic & Student Affairs between mid-April and mid-May.
 - Those Division/Department Chairs with fewer faculty members will be scheduled first.
 - Those Division/Department Chairs with new faculty members will be scheduled later to allow more time to finalize their performance reviews.

Minimum Standards Performance Review. The forms listed below, that are necessary to conduct the Minimum Standards Review process, are available on EagleOnline in the Faculty Tab under the Performance Evaluation section.

Complete the appropriate Instructor or Chair Minimum Standards Performance Review Form.

Evaluate all Instructors (including adjunct and part-time) using the Instructor Minimum Standards Performance Review Form.

Evaluate Lead Instructors using the Department Chair Minimum Standards Performance Review Form.

For adjunct and part-time instructors, rate them ONLY on Minimum Standards One through Five.

Use the STC Usage Report in Moodle to check whether your instructors have been using Moodle during the academic year to record AJA information and refer students. The link to it is located on the bottom left side of your MyMoodle home page. Once you click on the link, use the “Category” drop down menu to choose the current academic year report for your department(s) and click on the “View” button.

Student Evaluations of Instruction should also be reviewed, along with notes from at least one classroom observation by the Division/Department Chair of the instructor.

Pay for Performance Review. The form listed below that is necessary to conduct the Pay for Performance Review process is available on EagleOnline in the Faculty Tab under the Performance Evaluation section.

Complete the Pay for Performance Faculty Evaluation Form to evaluate each faculty member’s performance (including adjunct and part-time).

Remember that when using a five rating (outstanding) or a one rating (unacceptable) you must include the rationale for that rating.

In addition, a five rating is considered exceptional performance and requires external documentation. If you are interesting in using a five rating, include the proposed documentation when you submit the draft performance review in February so it can be discussed.

For adjunct and part-time instructors, rate them ONLY on the Teaching Performance Area excluding #20.

Remember to indicate on the Minimum Standards Performance Review form whether each full-time instructor meets minimum standard #9 based on his/her Pay for Performance Overall Composite Score. This step is not applicable to adjunct and part-time instructors.