

3.7.2 The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. **(Faculty evaluation)**

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) regularly evaluates the effectiveness of each faculty member, regardless of contractual or tenured status, according to published criteria in State Board Policy [607.01](#). The criteria and documents utilized for faculty evaluation are published in the [Human Resources Procedure Manual](#) and the [Faculty Policies and Procedures Handbook](#). Full-time faculty members are evaluated annually through student course evaluations, supervisory evaluation, and classroom observation. Part-time faculty members are evaluated using student course evaluations and classroom observation during their first semester teaching for the College.

Student Evaluation of Courses

Student [course evaluations](#) are conducted each semester and are coordinated by the Chief Academic Officer. Currently all courses are evaluated. Student course evaluations occur around the 80% completion date of the course utilizing Survey Monkey, an online service coordinated through the Office of Institutional Effectiveness and Planning. Students complete the multiple choice assessment anonymously; results are downloaded, and compiled for delivery by the Office of Institutional Effectiveness and Planning. Course evaluation [results](#) are then delivered through the Chief Academic Officer to the Division Chairs. The Division Chairs hold [reviews](#) with the instructor after course grades are submitted.

Table 3.7.2-A Student Course Evaluation

[Student Course Evaluation](#)

Item	Sample Question
2	The instructor organizes this class well.
3	The instructor clearly presents the requirements of this course.
5	Graded assignments and exams are consistent with the course content.
12	The instructor seems knowledgeable of the subject being taught.

In addition, students are afforded the opportunity annually, through the [Student Satisfaction Survey](#) and the [Graduating Student Survey](#), to offer general evaluative responses regarding faculty. Each survey instrument has items which evaluate specific duties of the faculty. Some examples are found below in Table 2.

Table 3.7.2-B Student Surveys

Student Satisfaction Survey

Item	Sample Question
22	Quality of academic advising is satisfactory
31	Instructors vary in class teaching styles and methods
42	My instructors are responsive

Graduating Student Survey

Item	Sample Question
B2	Rate the overall quality of instruction at CVCC.
B4	Rate the accessibility of your instructors.
B6	Rate the degree of individual attention you received in your classes.
B7	Rate the academic advising you received from your faculty advisors.

Classroom Observation

Each full-time faculty member is [evaluated](#) through classroom observation by the division chair a minimum of one class each academic year. Classroom observations are conducted in the first semester of teaching for adjunct instructors. Such visits may be announced or unannounced. On each visit, the faculty member is evaluated for class structure, methods, teacher-student interaction, content, and laboratory (if applicable) utilizing an [Adjunct Faculty Evaluation](#) form. The observer may also add general commentary to the form. A copy of the written evaluation is given to the faculty member within one week of the course visitation. The original form is sent to the Chief Academic Officer for inclusion in the personnel file.

Supervisory Evaluation

The supervisory evaluation component of full-time instructional personnel occurs near the end of the spring semester annually. The evaluation requires a self-evaluation by the faculty member using the [self-evaluation form](#) and is completed prior to the supervisor completing the annual evaluation. The self-evaluation is used to generate discussion during the evaluation meeting. An evaluation meeting is conducted between the supervisor and employee to review the evaluation and self-evaluation and to develop an individual [professional development plan](#) for the following year. Examples of faculty evaluations are provided as evidence of compliance with CS3.7.2. Supervisory evaluation forms are maintained in the faculty member's personnel file.

SUPPORT DOCUMENTATION

State Board Policy 607.01: Evaluation of Personnel
Human Resources Procedures Manual, Section 3, Evaluation of Personnel – Page 16
Faculty Policy and Procedures Handbook, Section 3.5 – Faculty Evaluation – Page 15
Sample Course Evaluation
Sample Course Evaluation Results – Nursing
Nursing Faculty Meeting Minutes September 4, 2012
Student Course Evaluation – Biology 220
Student Satisfaction Survey Results – SP2013
Graduating Student Survey Results – SP2012
Classroom Observation Evaluation Example – Full-time Faculty
Classroom Observation Evaluation Example – Part-time Faculty
Faculty Self-Evaluation Form
Faculty Professional Development Plan

