

(as set forth in the Code of Alabama), or (5) be of a nature, character, or subject matter such that the outside employment, when considered in the light of faculty member's position and duties with the College, would tend to decrease the effectiveness of the faculty member in performing his/her duties. Faculty must request outside employment in advance by completing the Outside Employment Approval Form. (Exhibit 3-10)

3.5. FACULTY EVALUATION

The faculty appraisal system at CVCC is based on observed accomplishment of the specific duties and responsibilities included in the faculty job description. As required by State Board policy, instructors are evaluated annually. Individual records of all written evaluations are maintained within the employee's personnel file and/or the CAO's office.

Faculty: Full-time instructors are evaluated annually each spring by their Division Chair/Program Directors using the Faculty Performance Appraisal Form (Exhibit 3-11). They are evaluated each semester by their students using surveymonkey.com (Exhibit 3-12).

Division Chairs/Program Directors: Division Chairs/Program Directors are evaluated annually each spring by 1) their direct supervisors using the Performance Evaluation Form for Non-Instructional Personnel (Exhibit 3-13); 2) their subordinates, using the Purdue Rating Scale for Division Chairs (Exhibit 3-14); 3) themselves, using the Division Chair/Program Directors Evaluation (Exhibit 3-15); and 4) their students each semester using surveymonkey.com (Exhibit 3-12).

Adjunct Faculty: Adjunct faculty are evaluated annually by 1) their division chairs using the Teacher/Class Evaluation Form (Exhibit 3-16); and each semester by 2) students, using surveymonkey.com (Exhibit 3-12).