



604.3.1– Performance Evaluation of Faculty

Purpose:

The purpose of this policy procedure is to operationalize Bismarck State College's 604.3.1– Performance Evaluation of Faculty.

Procedure:

- New Instructors: All new instructors (full-time, part-time, adjunct, and dual credit) must have a full evaluation in each of their first two semesters of teaching at BSC.
- All Instructors: After the initial two semesters, all instructors will be evaluated at least once per academic year. Each evaluation will include at minimum a class observation and evaluation conducted by the dean, assistant dean, or a designee.
- Oversight: It is the responsibility of the appropriate Academic Dean to ensure evaluations are conducted in accordance with this procedure.

Evaluation Components:

All instructor evaluations (full-time, part-time, adjunct, dual credit) will include the following components within the ePerformance system:

1. Goal Setting
2. Checkpoints (where applicable).
3. Self-evaluation
4. Professional Development
5. Manager Evaluation completed by the dean, assistant dean, or a designee of the dean or assistant dean
6. Student surveys

References:

[SBHE Policy 605.1 Academic Appointments](#)
[604.3.1 Performance Evaluation of Faculty Policy.pdf](#)

History of This Policy Procedure:

Reviewed by Campus Council on October 27th, 2025, and reviewed by the Executive Council on October 15th, 2025, and approved by the President on October 20th, 2025.