

## *Faculty Policy - Performance Evaluation of Faculty*

### **Purpose:**

Bismarck State College shall conduct performance evaluations on all faculty on an annual basis.

### **Statement of General Principles:**

It is the intent of the College that performance evaluations of faculty be conducted positively and constructively. The procedure shall be such that every faculty member evaluated is left with a feeling of support, a clear understanding of when and how performance can be improved and certain knowledge that strengths have been recognized and valued. The overall mission of faculty performance evaluations is to ensure and maintain superb instruction at Bismarck State College.

### **Definitions:**

**Adjunct Faculty:** those members of the faculty who teach on a part-time basis, have no scholarship or service components to their contracts, and who are limited in the number of credits and/or contact hours they teach. Adjunct faculty do not receive benefits. Their term of employment is semester by semester.

**Part-Time Regular Faculty:** those members of the faculty who have less than full-time positions, but who do have scholarship and service components to their contracts, and who do receive benefits. Their term of employment is typically the standard academic year.

**Full-Time Faculty:** those members of the faculty with full-time contracts, who have scholarship and service responsibilities, who receive benefits, and who have annual contracts.

**New Faculty:** any of the preceding three classes of faculty who has not taught at least two semesters at Bismarck State College.

### **Policy:**

1. The standing committee on faculty rights of the Bismarck State College's Faculty Senate, in accordance with the policies and regulations of the State Board of Higher Education, shall recommend to the President of the College procedures for the continuing evaluation of adjunct, special non-tenure track, probationary and tenured faculty.
2. Once approved by the President of the College the performance evaluation procedures

and materials shall be published.

3. It shall be the responsibility of the appropriate Academic Dean to ensure that faculty performance is appraised in accordance with the procedures approved and adopted by the President of the College.

### **Procedure:**

1. All new faculty (full-time, part-time, adjuncts, and early entry) must have full evaluations in each of the first two semesters they teach for BSC.
2. All faculty (full-time, part-time, adjuncts, and early entry) must have at least partial evaluations every year.
3. All faculty (full-time, part-time, adjuncts, and early entry) must have full evaluations at least every third year.
4. After the appropriate faculty evaluation forms are completed by the evaluator, department chairs will electronically send to full-time, part-time, adjunct, and / or early entry faculty asking them to review, electronically sign, date, and return to the department chair.
  - a. The faculty member must sign the performance evaluation signifying only that he/she has read the document and has been provided the opportunity of attaching a written response.
5. Department chairs will electronically sign evaluation forms and send to the administrative assistants to the Deans.
6. Administrative assistants will forward evaluation forms to the Deans for review and electronic signature.
7. The Deans will return evaluation forms to administrative assistants, who will electronically send to Human Resources.
8. Human Resources Office will place the evaluation in the faculty member's master personnel file.

### **Evaluation Components:**

Full Faculty (Full-time, part-time, adjuncts, and early entry) evaluation includes each of the following components

1. Evaluation by Students
2. Faculty Performance Appraisal Classroom Observation and Evaluation by Supervisor or Peer, or Adjunct and Early Entry Faculty Performance Appraisal Classroom Observation and Evaluation by Supervisor or Peer
3. Self-Evaluation Part I (use in Fall term) or Part II (use in Spring term)

Partial Faculty (full-time, part-time, adjuncts, and early entry) evaluation includes each of the following components

1. Evaluation by Students
2. Faculty Performance Evaluation Short Form

## **History of This Policy:**

First policy draft January 19, 1981.

Revisions - October 31, 1985; November 4, 1985; July 1, 1987; June 1, 1990; August 7, 1997; January 12, 2004; October 20, 2009; July 31, 2012; October 24, 2016; May 31, 2017; reviewed by the Faculty Senate on March 5, 2020 reviewed by the Operations Council on March 11, 2020 and approved by the Executive Council on March 27, 2020.