

From: Karen Burnette
To: Faculty Affairs Committee
Date: 3/12/2004 9:15:35 AM
Subject: Meeting yesterday

Well.....

There were only 3 of us at the meeting yesterday, so I really would like for everyone that missed out to look at the attached examples of faculty Evaluation forms and please review and comment.

The faculty members yesterday really liked the idea of have the exact job functions from the job description as those areas that were evaluated. If we use this form there would be some initial set-up work to type up the job functions into the form. Each year the additional responsibilities or annual objectives would be updated. Of course, if the job description was ever changed the changes would need to be reflected on the evaluation form.

We are still looking at how much weight the student evaluations carry currently. I am going to look in the CPM to find out more info on that issue. If anyone knows any specifics let me know.

If you print out the Evaluation forms, make sure they are printed **Landscape**. The forms will be cut off if you print "portrait". I have also attached the Job Descriptions I used to prepare the evaluation forms. Please comment by next Friday, March 19. We need to get things rolling before summer break.....Its just around the corner!!

Thanks in advance for your help in reveiwing these new forms.

Karen P. Burnette

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Wayne Community College
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Name _____ Position <u>Instructor</u> Evaluation Period: <input type="checkbox"/> 3mon <input type="checkbox"/> 6mon <input type="checkbox"/> 9mon <input type="checkbox"/> Annual 20__ -20__
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INSTRUCTIONS

Rating: Below are “**Essential Functions**” and “**Additional Responsibilities**”(if applicable) from the job description. Rate the faculty member by placing the number rating in the box that best indicates where the employee stands in relation to the accountability. Every factor must be either rated or marked “NA/NO” (Not Applicable/Not Observed). Indicate the overall rating at the end of the job areas as an average to the nearest tenth.

Remarks: Use the “Remarks” space after each job area to explain in more detail or to give examples of that area. All except level 3 require comments.

Annual Objectives: Rated by supervisor and based on agreed upon evaluative criteria by supervisor and instructor. (Annual Objectives are those activities that go beyond normal expectations of the positions, such as developing new courses, revising programs/courses, extensive professional development, community involvement, etc.)

Student Evaluations Summary: This is the rating obtained from the Student Evaluation Forms.

Recommended Professional Improvement Activities: A rating is required when a 1 or 2 is given to any “Essential Functions” or “Additional Responsibilities” in the previous evaluation period.

Overall Rating: This is the summary rating based upon the overall performance of the instructor.

Supervisor’s Summary: The summary supports the overall performance of the instructor. The evaluation of each instructor will be reviewed by the vice-president for Academic Affairs prior to the annual evaluation conference

Ratings and Meanings:

5	Performance consistently exceeds job requirements. Demonstrates unusually high level of performance relative to all assignments and objectives. Distinguished performance overall.
4	Performance meets and often exceeds job requirements. Demonstrates successful performance on all major assignments and objectives and consistently exceeds position requirements in some areas.
3	Performance consistently meets job requirements. Demonstrates successful performance on all or most major assignments and objectives.
2	Performance is inconsistent; meets some job requirements but not consistently. Overall performance is below the acceptable level and must improve to meet minimum position requirements.
1	Performance is consistently below job requirements. Fails to meet position requirements in most areas. Corrective action plan and performance improvements are mandatory.
NA/NO	This accountability is not applicable or has not been observed by the reviewer.

Essential Functions	Remarks	Rating
Provide effective instruction in teaching assigned courses (average 17-20 contact hours/semester)		
Develop courses and syllabi as assigned, revising as needed		
Use innovative instructional strategies and new technology appropriate for courses and learners		
Use methods of evaluation that measure students' stated competencies; review with students the evaluation of their performance.		
Maintain a safe and orderly instructional environment in class, lab, shop and/or clinical settings		
Model professional behaviors in the classroom on the campus, and in the community		
Assist in the evaluation and acquisition of instructional materials, current technology, audio-visual aids, equipment, textbook, and library holdings.		
Submit reports in an accurate and timely manner as required, maintain academic, attendance, and student records		
Participate in college, division, and departmental planning processes		
Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events		
Participate in college, division, and departmental marketing, recruitment and retention activities		
Participate in professional development activities including conferences, workshops, training sessions, and independent study		
Serve as academic and /or career advisor for students; maintain a minimum of one scheduled office hour daily		
Participate in the achievement of the College's Purpose and Goals		
Participate in activities that strengthen the partnership between the college and the community		

Comment [wcc1]: Essential Functions are taken directly from the job description.

Additional Responsibilities	Remarks	Rating
Overall		

Comment [wcc2]: Additional Responsibilities will vary with different departments. There may be certain yearly certifications required, etc.

Wayne Community College
FACULTY PERFORMANCE APPRAISAL

Name _____ Position Department Head
 Evaluation Period: 3mon 6mon 9mon Annual 20____-20____

ANNUAL OBJECTIVES	Remarks	Rating
1.		
Overall		

Comment [wcc3]: Annual Objectives must be set up and agreed on in the year prior to evaluation. This objectives may change from year to year.

_____ **STUDENT EVALUATIONS SUMMARY**

_____ **RECOMMENDED PROFESSIONAL IMPROVEMENT ACTIVITIES**

Attend XYZ Conference to

Wayne Community College
FACULTY PERFORMANCE APPRAISAL

Name _____ Position Department Head

Evaluation Period: 3mon 6mon 9mon Annual 20__-20__

_____ **OVERALL RATING**

SUPERVISOR'S SUMMARY

Supervisor's Signature _____ **Date** _____

- I agree with this evaluation
- I do not agree with this evaluation. I understand that I may submit a letter expressing my differing opinion and that I may request a conference at the next level of supervision.

Employee's Signature _____ **Date** _____

Name _____ Position Department Head

Evaluation Period: 3mon 6mon 9mon Annual 20__ -20__

INSTRUCTIONS

Rating: Below are “Essential Functions” and “Additional Responsibilities”(if applicable) from the job description. Rate the faculty member by placing the number rating in the box that best indicates where the employee stands in relation to the accountability. Every factor must be either rated or marked “NA/NO” (Not Applicable/Not Observed). Indicate the overall rating at the end of the job areas as an average to the nearest tenth.

Remarks: Use the “Remarks” space after each job area to explain in more detail or to give examples of that area. All except level 3 require comments.

Annual Objectives: Rated by supervisor based on agreed upon evaluative criteria by supervisor and instructor. (Annual Objectives are those activities that go beyond normal expectations of the positions, such as developing new courses, revising programs/courses, extensive professional development, community involvement, etc.)

Student Evaluations Summary: This is the rating obtained from the Student Evaluation Forms.

Recommended Professional Improvement Activities: A rating is required when a 1 or 2 is given to any “Essential Functions” or “Additional Responsibilities” in the previous evaluation period.

Overall Rating: This is the summary rating based upon the overall performance of the instructor.

Supervisor’s Summary: The summary supports the overall performance of the instructor. The evaluation of each instructor will be reviewed by the vice-president for Academic Affairs prior to the annual evaluation conference

Ratings and Meanings:

5	Performance consistently exceeds job requirements. Demonstrates unusually high level of performance relative to all assignments and objectives. Distinguished performance overall.
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1	Performance is consistently below job requirements. Fails to meet position requirements in most areas. A corrective action plan and performance improvement are mandatory.
NA/NO	This accountability is not applicable or has not been observed by the reviewer.

Essential Functions	Remarks	Rating
Teach assigned courses and maintain a minimum of one scheduled office hours daily		
Review departmental curricula/programs for compliance with the NCCCS and other accrediting agency standards		
Ensure that all departmental programs and courses maintain emerging instructional practices, have appropriate course syllabi, objectives, competences and evaluation tools, and incorporate technology where appropriate		
Serve as academic and career adviser for students		
Coordinate faculty coverage for and assist in student pre-registration/registration		
Coordinate the orientation of new faculty of their roles and responsibilities		
Conduct faculty evaluations, classroom observations, and annual performance appraisals of all staff in the department; coordinate these activities with the division head		
Represent the department in internal and external events/activities. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre registration, registration, graduation exercises, and other require special events		
Conduct regularly scheduled departmental faculty meetings, appointing subcommittees for special task as needed		
Ensure that all forms and reports are submitted in an accurate and timely fashion		
Monitor the departmental budget. Review all requisitions for equipment, supplies, and materials as needed by the department.		
Prepare and submit to the division head departmental long and short range goals, objectives and budget requests annually.		
Review activities related to personal/professional development for faculty, including travel requests and faculty coverage		

Comment [wcc1]: Essential Functions are taken directly from the job description.

Coordinate the assignment of instructors and scheduling of classes for the department, requesting courses for other departments as needed		
Recruit, select, coordinate orientation of and evaluate adjunct instructors		
Ensure that all program and curriculum information for the catalog, brochures, news releases, etc. is accurate		
Implement all departmental advisory committee activities		
Coordinate departmental marketing, recruitment and retention efforts		
Overall		

Additional Responsibilities	Remarks	Rating
Liaison between Wayne Community College Criminal Justice Program and North Carolina Wesleyan College		
Overall		

Comment [wcc2]: Additional Responsibilities are taken directly from the job description.

Wayne Community College
FACULTY PERFORMANCE APPRAISAL

Name _____ Position Department Head
 Evaluation Period: 3mon 6mon 9mon Annual 20____-20____

ANNUAL OBJECTIVES	Remarks	Rating
1. Develop a Criminal Justice program concentration. 2. Develop an articulation agreement between Wayne Community College Criminal Justice program and NC Wesleyan.		
Overall		

Comment [wcc3]: Annual Objectives must be set up and agreed on in the year prior to evaluation. This objectives may change from year to year

_____ **STUDENT EVALUATIONS SUMMARY**

_____ **RECOMMENDED PROFESSIONAL IMPROVEMENT ACTIVITIES**

Attend XYZ Conference to

Wayne Community College
FACULTY PERFORMANCE APPRAISAL

Name _____ Position Department Head

Evaluation Period: 3mon 6mon 9mon Annual 20__-20__

_____ **OVERALL RATING**

SUPERVISOR'S SUMMARY

Supervisor's Signature _____ **Date** _____

- I agree with this evaluation
- I do not agree with this evaluation. I understand that I may submit a letter expressing my differing opinion and that I may request a conference at the next level of supervision.

Employee's Signature _____ **Date** _____

Draft 11/1/01

Position Title: INSTRUCTOR

Employee Name	XXXXXXXXXXXX	Employee No.	
Division	Arts and Sciences	Department	Social Sciences
Classification Level	Instructor	Revised	
Position of Supervisor	Department Head		
Statement of Primary Purpose			
Provide instruction in the area of concentration; advisement and registration; assist in the planning process; marketing and public relations.			
Essential Functions			
<ol style="list-style-type: none"> 1. Provide effective instruction in teaching assigned courses (average 17-20 contact hours/sem). 2. Develop courses and syllabi as assigned, revising as needed. 3. Use innovative instructional strategies and new technology appropriate for courses and learners. 4. Use methods of evaluation that measure students= attainment of stated competencies; review with students the evaluation of their performance. 5. Maintain a safe and orderly instructional environment in class, lab, shop and/or clinical settings. 6. Model professional behaviors in the classroom, on the campus, and in the community. 7. Assist in the evaluation and acquisition of instructional materials, current technology, audio-visual aids, equipment, textbooks, and library holdings. 8. Submit reports in an accurate and timely manner as required, maintain academic, attendance, and student records. 9. Participate in college, division, and departmental planning processes. 10. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events. 11. Participate in college, division, and departmental marketing, recruitment and retention activities. 12. Participate in professional development activities including conferences, workshops, training sessions, and independent study. 13. Serve as academic and/or career advisor for students; maintain a minimum of one scheduled office hour daily. 14. Participate in the achievement of the College=s Purpose and Goals. 15. Participate in activities that strengthen the partnership between the college and the community. 16. Report to the Social Sciences Department Head and perform other related duties as assigned. 			
Additional Responsibilities			

Qualifications	
	A master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
Licensing Requirement	
Physical Demands	
Working Conditions	
Hazard Assessment	
Personal Protective Equipment	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)	X				
2. Molten Metal	X				
3. Liquids	X				
4. Acids	X				
5. Caustic Liquids	X				
6. Chemical Gases or Vapors	X				
7. Light Radiation	X				
8. Other	X				
	X				
Head - Is there a danger from:					
1. Falling or Flying objects	X				
2. Work being performed overhead	X				
3. Elevated Conveyors	X				
4. Forklift Hazards	X				
5. Exposed Electrical Conductors	X				
6. Loud Noise Levels	X				
7. Other	X				
Foot - Is there a danger from:					
1. Falling or Rolling Objects	X				
2. Objects Piercing the Sole	X				
3. Electrical Hazards	X				
4. Wet or Slippery Surfaces	X				
5. Chemical exposure	X				
6. Environmental	X				
7. Other	X				
Hand - Is there danger from:					
1. Cuts or Lacerations	X				
2. Abrasions	X				
3. Punctures	X				
4. Chemical burns	X				
5. Thermal burns	X				

6. Harmful Temperature Extremes	X				
7. Other	X				

Miscellaneous - Is there a danger from:

1. Lifting	X				
2. Bloodborne Pathogens	X				

Respiratory - Has the workplace area been evaluated for:

1. Harmful Dusts	X				
2. Fogs	X				
3. Fumes	X				
4. Mists	X				
5. Smokes	X				
6. Sprays	X				
7. Vapors	X				
8. Other	X				

Torso - Are employee=s bodies protected from:

1. Hot metals and liquids	X				
2. Cuts	X				
3. Acids	X				
4. Radiation	X				

Comments:

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Supervisor Certification

In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.

Signature of Supervisor:			Date:		

COLLEGE COUNCIL

FACULTY AFFAIRS COMMITTEE MEETING

The Faculty Affairs Committee met in Pine Bldg. Karen Burnette, chairman of the committee, called the meeting to order. Attendance was as follows: Karen Burnette, Tracey Ivey, Katina Davis, Joe Swiggert, Eleanor Armstrong, Duane Everhart, and Al Spraker.

The only item on the agenda was the faculty surveys concerning faculty evaluations. Fifteen surveys were returned. Ten stated that they were satisfied with the evaluation process and five stated they were not.

Katina said that the system could be changed. She suggested a rating of 1 – 5 instead of the lettering system now used.

Tracey brought up the issue of bonus pay. Evaluations need to be devised in such a way that is fair in determining merit pay.

Al asked what value we place on evaluations.

Duane stated that he had a problem as department head with evaluations. The evaluation process did not allow him to correct a problem in his department. The person was meeting the standards but was doing things wrong.

Karen suggested a mini training session for department heads and division heads.

Eleanor said that everyone should know and understand the process.

Duane agreed that a numbering system would be better.

Al asked how other schools handle evaluations.

Duane said that they use different criteria such as publishing.

Al said that we need a clear objective. Why do we have it and what is it going to be used for.

Joe said that the human factor should be considered. Some do a good job with evaluations but others may not.

Duane stated that one problem is that a department head may know nothing about the area he or she is evaluating. He used Eleanor as an example. He evaluates her but knows nothing about teaching early childhood curriculum.

Eleanor stated that she had been at another school for eleven years and was only evaluated twice.

Al said that techniques are what should be addressed.

Karen reminded everyone that the purpose of the study was for improvement in the process.

Tracey asked were student evaluations taken seriously or not.

Al mentioned how much do we have control over bad textbooks which is not the instructors fault.

Duane said that you have to justify an E or Below.

Karen stated again that we need to address the whole process and that training is part of that process.

Katina said that the staff felt like there needs to be a mid-year evaluation.

Karen said that the staff positions have objectives which makes the process easier.

The whole group discussed types of objectives that could be included as well as job descriptions.

Katina mentioned the idea that CEU's are used in the public schools and that we could incorporate something similar.

Al felt like CEU's would contain too much disparity.

Both Karen and Katina stated that a numbering system would be good and that training should be a part of the process.

Katina said that we need ideas by May so that they could be worked on over the summer and then presented in the fall.

Tracey stated that the justifications for high or low numbers were a good idea. Those could have a bullet statement attached.

The group then discussed how many numbers would be used.

Tracey said that 1-5 was appropriate and that a justification for a 1 or 5 would suffice.

Katina reminded everyone that the form used must match the job description. This is necessary for SACS.

Both Duane and Joe said that we need to look at job descriptions.

Karen will talk to Joy to find out about job descriptions and that we would continue the discussion at our next meeting.

Meeting was adjourned.

Karen Burnette, Chairman

Tracey Ivey, Secretary

COLLEGE COUNCIL

FACULTY AFFAIRS COMMITTEE MEETING

The College Council met in the Seminar Room, November 3, 2003 at 2:00 p.m. Katina Davis, College Council Chairman, asked the Faculty membership to meet separately in the Board Room after a brief overview of the purpose of the College Council. Attendance for the Faculty Affairs meeting was as follows: Karen Burnette, Tracey Ivey, Steele Sasser, Cindy Archie, Duane Everhart, Joe Swigert, Katina Davis.

I. Election of Officers

Karen Burnette - Chairman
Tracey Ivey - Secretary

II. Faculty Evaluations

The topic of how faculty is evaluated and how the process could be improved upon was our main focus.

Tracey asked that we be given enough time to go back to our respective areas and do an informal survey on the perception of faculty evaluations. Steele asked how much ours is weighted. Is the supervisor's more important than the students input?

Cindy explained there is an overlap with the supervisors. It is redundant. Students rate you and then it goes to the Department Head prior to their evaluation.

Joe suggested that we ask Department Heads what goes on with the process. Duane said that as a Department Head he has concerns about the process.

Cindy said that she schedules her visits to observe the instructors and that she takes into account the students evaluations before she completes her evaluation.

Steele stated that the process is too subjective.

Cindy agreed that our process is flawed if we ever go to a merit pay system.

Katina said that a new faculty person should be able to go to the CPM and find out how they find out how they will be evaluated.

Cindy said that the information is hard to find.

Steele said that he has never been visited by a Department Head and that we need more consistency.

Katina agreed that the process is too subjective.

Cindy said that she tries to be objective. She also stated that an exceeds expectations is difficult to determine.

Karen stated that her department has annual objectives and they have to add objectives every year.

Cindy said that the Division Heads have tasks and goals for the year.

Karen said that they are evaluated by how they accomplish their goals. The Supervisor compiles the information.

Cindy stated that was a good idea. You need to look at your own development and your own departments development.

All agreed that we should investigate in our areas and then meet in January to discuss what we have learned. Cindy said that she would send us information that is on the web concerning faculty evaluations.

Meeting was adjourned.

Karen Burnette

Tracey Ivey