EVALUATIONS

UA Cossatot has an established a yearly evaluation process that applies to all classifications of full-time and part-time employees employed a minimum of twelve months. Completed evaluation and supporting documents are used to assess the overall production and quality of employees.

Completed evaluations are used to determine employee appointments and salary levels in the next academic year.

Policy History:
September 9, 2019
September 8, 2014
July 21, 2014
December 2, 2013
December 3, 2012
January 1, 2011
March 31, 2003
July 30, 2001

CLASSIFIED AND NON-CLASSIFIED ADMINISTRATIVE STAFF PERFORMANCE EVALUATIONS

Procedures:

1. Evaluation packets are sent to all non-classified administrative staff and their supervisors in February of each year.

2. The evaluation packet for non-classified administrative staff contains the following:

   a. The job description
   b. Performance Results Employee Evaluation form
   c. Personnel Development Plan form
   d. Peer evaluation form
   e. Committee Self-Evaluation form
   f. Detailed Instructions to complete the packet

3. Supervisors distribute Peer Evaluations to at least 5 peer employees. Completed peer evaluations are returned to the Human Resource Department. The Human Resource department then returns to appropriate supervisors. The peer evaluation evaluates communication skills, supervision skills, professionalism, and teamwork based on a rating of poor to excellent.

4. Employees with supervisors review job descriptions and make any revisions or additions.

5. Employees complete the Performance Self-Evaluation form each Key Result Area from the job description is evaluated. Employees list Performance indicators from the job description in the first column. Areas for improvement based on the performance indicators are listed in the second column. Any additional information from the employee or supervisor may be placed in the comments area.

6. Employees may also make additional comments or list additional accomplishments or explanations in the spaces provided.

7. The Employee must also complete a Personnel Development Plan. This form contains the Areas for Improvement listed on the evaluation form and any specific training that will be required to improve these areas.

8. Once complete, the employee sends an electronic copy of the Performance Results Employee Evaluation, an updated Performance Results Job Description, and the Personnel Development Plan to their supervisor.

9. The supervisor reviews all submitted materials and the results of the peer evaluations. The supervisor rates the employee's performance on their evaluation form for each Key Result Area and for overall performance.

10. The supervisor schedules an appointment to review the evaluation and the results with each employee to discuss accomplishments, improvements needed, and develop a plan for meeting personalized goals for the upcoming year.

11. The employee and the supervisor may make additional comments at the end of the evaluation and sign and date the forms.

12. All completed evaluation forms must be submitted to the Human Resource Department. The Human Resource Department forward all evaluations to the Chancellor for final approval.

13. Once approved by the Chancellor, the Human Resource Department makes copies for the employee's and supervisor's records and the original is placed in the employee's evaluation file.

Procedure History:

August 26, 2019
November 1, 2013

FACULTY PERFORMANCE EVALUATIONS

Procedures:

1. Evaluation packets are sent to all full-time faculty and their supervisors by February 1 of each year.

2. The evaluation packet for full-time faculty contains the following:

   a. The job description
   b. Performance Results Employee Evaluation form
   c. Personnel Development Plan form
   d. Professional Development form
   e. Committee Self-Evaluation
   f. Detailed Instructions to complete the packet

3. Supervisors distribute Peer Evaluations to at least 5 peer employees. Completed peer evaluations are returned to the Human Resource Department. The Human Resource department then returns to appropriate supervisors. The peer evaluation evaluates communication skills, supervision skills, professionalism, and teamwork based on a rating of poor to excellent.

4. Employees with supervisors review job descriptions and make any revisions or additions.

5. Employees complete the Performance Self-Evaluation form each Key Result Area from the job description is evaluated. Employees list Performance indicators from the job description in the first column. Areas for improvement based on the performance indicators are listed in the second column. Any additional information from the employee or supervisor may be placed in the comments area.

6. Employees may also make additional comments or list additional accomplishments or explanations in the spaces provided.

7. The Employee must complete a Personnel Development Plan. This form contains the Areas for Improvement listed on the evaluation form and any specific training that will be required to improve these areas.

8. Once complete, the employee sends an electronic copy of the Performance Results Employee Evaluation, an updated Performance Results Job Description, and the Personnel Development Plan to their supervisor.

9. The supervisor reviews all submitted materials and the results of the peer evaluations, student evaluations of the instructor, classroom observations, and feedback from the employee's

committee members. The supervisor rates the employee's performance on their evaluation form for each Key Result Area and the overall performance.

10. The supervisor schedules an appointment to go over the evaluation and the results with the employee to discuss accomplishments and improvements needed and work out a plan to meet these goals for the upcoming year.

11. The employee and the supervisor may make additional comments at the end of the evaluation and sign and date the forms.

12. All completed evaluation forms must be submitted to the Human Resource Department. The Human Resource Department forwards all evaluations to the Vice Chancellor for Academics and Chancellor for final approval.

13. Once approved by the Vice Chancellor for Academics and Chancellor, the Human Resource Department will make a copy for the employee's records and retain a copy for the employee's personnel file.

Procedure History:

September 9, 2019
December 13, 2013

ADJUNCT FACULTY PERFORMANCE EVALUATIONS

Procedures:

1. Evaluations will be conducted annually for all adjunct faculty by either December 1 each Fall semester or May 1 each Spring semester

2. Supervisors will receive a link to an electronic survey on each of their adjuncts to distribute for Peer Evaluations. Surveys should be sent to the adjunct's faculty mentor, full-time faculty in the same discipline, someone in the registrar's office, and someone in the office of academic services. Results will be sent back to the appropriate supervisor by the Human Resource Department upon completion by at least 4 peer employees. Adjunct faculty will be evaluated in the areas of:
   a. Effective Teaching
   b. Professionalism
   c. Communication
   d. Adherence to College Policy

3. The supervisor will compile an evaluation packet for adjunct faculty that will contain the following:
   a. A copy of the most recent student evaluations of the instructor.
   b. Classroom observations
   c. Most recent BlackBoard technical reviews (if applicable).
   d. Peer review results

4. The supervisor will read through all submitted materials and the results of the peer evaluations, review student evaluations of the instructor, and will rate the employee's performance on their evaluation form for each Key Result Area and the overall performance.

5. If needed, the supervisor will schedule an appointment to go over the evaluation and the results with the employee to discuss accomplishments and improvements needed and work out a plan to meet these goals for the upcoming year. If no face-to-face appointment is needed, results and conclusions will be sent to the adjunct faculty member via email.

6. All completed evaluation forms must be submitted to the Human Resource Department. The Human Resource Department will forward all evaluations to the Vice Chancellor for Academics for final approval.

7. Once approved by the Vice Chancellor for Academics, the Human Resource Department will make a copy for the employee's records and will retain a copy for the employee's personnel file.

8. Once complete, the employee will send an electronic copy of the Performance Results Employee Evaluation, an updated Performance Results Job Description, and the Personnel Development Plan to their supervisor.

9.   The supervisor will read through all submitted materials and the results of the peer evaluations, review student evaluations of the instructor and feedback from the employee's committee members, and will rate the employee's performance on their evaluation form for each Key Result Area and the overall performance.

10. The supervisor will schedule an appointment to go over the evaluation and the results with the employee to discuss accomplishments and improvements needed and work out a plan to meet these goals for the upcoming year.

11. The employee and the supervisor may then make additional comments at the end of the evaluation and sign and date the forms.

12. All completed evaluation forms must be submitted to the Human Resource Department. The Human Resource Department will forward all evaluations to the Vice Chancellor for Academics and Chancellor for final approval.

13. Once approved by the Vice Chancellor for Academics and the Chancellor, the Human Resource Department will make a copy for the employee's records and will retain a copy for the employee's personnel file.

Procedure History:

December 13, 2013

STUDENT EVALUATIONS OF INSTRUCTORS

1. Student Evaluations of Instructors Survey and Student Evaluation of Course Survey are administered each semester. Evaluations may not be conducted during the time designated for final examinations.

2. All courses, i.e. traditional, online, or hybrid, will use the Student Evaluation of Instructor Survey and Student Evaluation of Course.

3. The Student Evaluation of Instructor Survey and Student Evaluation of Course Survey are distributed electronically through Survey Monkey. Students will receive both notification via email and an announcement in their Blackboard Global Navigation Menu.

4. The Director of Institutional Research will compile results and provide to the Vice Chancellor for Academics and appropriate Division Chair. Faculty may have access to their evaluation forms and/or results only after grades have been submitted.

5. Data will be included in annual evaluations through a quantitative and qualitative summary from the Chair. Copies will be retained in the Office of Academics and by the appropriate Division Chair.

Sample Instructions:

Instructions for Administering Student Evaluations

The University of Arkansas Cossatot is committed to the effectiveness of their instructors. In an effort to maintain this effectiveness, we ask you as a student to complete teaching evaluations in a thoughtful and honest manner. We ask that you take time to respond to all questions and please provide comments.

Please rate the quality of course instruction and course materials and offer suggestions. Student evaluations help improve instruction and are used in annual faculty evaluations.

The instructor will not receive comments nor be informed of results of the evaluation until after final grades have been submitted.

Thank you for taking the time to answer thoughtfully.

Procedure History:

August 26, 2019
November 20, 2017