

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.

HLC Criterion: 3C.4; 3C.5; 3C.7

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

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 make 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

1. Evaluation packets are sent to all full-time faculty and their supervisors by February 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 ~~will~~ 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:

August 26, 2019

December 13, 2013

ADJUNCT FACULTY PERFORMANCE EVALUATIONS

1. Evaluations will be conducted annually by May 1 for all adjunct faculty who have taught at least one academic year.
2. The Division Chair 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. Evaluation Sheet
3. The supervisor will read through all submitted materials review student evaluations of the instructor, and will provide comments, suggestions for improvement if needed, and recommend or not recommend for future teaching assignments.
4. 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.
5. All completed evaluation forms must be submitted to the Vice Chancellor for Academics for final approval. The Vice Chancellor for Academics will forward all evaluations to the Human Resource department for employment records

Procedure History:

August 26, 2019
December 13, 2013

PART-TIME EMPLOYEE PERFORMANCE EVALUATIONS

1. Evaluation packets will be sent out to all part-time employee supervisors by February of each year.
2. The evaluation packet for part-time employees will contain the following:
 - a. Key result areas list.
 - b. Part-time Employee Evaluation form.
 - c. Instructions to complete the packet.
3. Supervisors must complete the Part-time Employee Evaluation. A section for each Key Result Area from the Job Description is evaluated. A rating system of Excellent to Poor will be utilized, with comments as necessary.
4. The supervisor will schedule an appointment to go over the evaluation and results with the employee to discuss accomplishments and improvements needed and work out a plan to meet these goals for the upcoming year.
5. The employee and the supervisor may make additional comments at the end of the evaluation and sign and date the forms.
6. The supervisor must submit completed evaluation forms to the Human Resource Department. The Human Resource Department will forward all evaluations to the Chancellor for final approval.
7. Once approved by the Chancellor, the Human Resource Department will make copies for the employee's and supervisor's records and the original will be placed in the employee's evaluation file.

Procedure History:

November 1, 2013

STUDENT EVALUATIONS OF INSTRUCTORS

1. Student Evaluations of Instructor 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 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. Students receive both notification via email and an announcement in their Blackboard Global Navigation
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 is included in annual evaluations through a quantitative and qualitative summary by the Chair. Copies are retained in the Office of Academics and by the appropriate Division Chair.

UA Cossatot is committed to the effectiveness of their instructors. In an effort to maintain this effectiveness, we ask that students complete teaching evaluations of the instructor in a thoughtful and honest manner. Please take the time to respond to all questions and provide comments for each.

Please rate the quality of course instruction and offer suggestions. Student evaluations help improve instruction, are used in the annual faculty evaluations, and help us as an institution in continuous quality improvement.

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

Thank you for taking the time to answer thoughtfully.

STUDENT EVALUATION OF INSTRUCTOR

Instructor Name		
Course Name		
Instructor respected student options and communicated in a courteous manner.	YES NA	NO
Instructor showed genuine interest in helping students learn	YES NA	NO
Instructor provided guidance when working on assignment(s)	YES NA	NO
Instructor provided comments on graded work	YES NA	NO
Were you aware of your grades during the semester	YES NA	NO
Instructor provided learning activities that encouraged active engagement in the course	YES NA	NO
Instructor encouraged and fostered critical thinking (<i>seeing both sides of an issue, being open to new ideas, reasoning calmly, evidence-based, forming conclusions from available facts, solving problems</i>) to challenge the student [CLO 3]	YES NA	NO
Instructor provided materials to acknowledge different learning styles	YES NA	NO
Instructor generally responded to questions within 48 hours	YES NA	NO
Instructor was available. (office hours, email, phone, etc)	YES NA	NO
Instructor is fluent in the English language	YES NA	NO
COMMENTS (please provide any additional comments regarding the above questions or anything concerning the instructor, such as instructor's strengths, ways the instructor could improve, etc)		

STUDENT EVALUATION OF COURSE

Course Name	
Please Select Instructor for the Course	
Were the required materials such as OER, textbook, or instructor provided content adequate?	YES NO NA
Of the following resources provided was there one that you preferred?	<ul style="list-style-type: none"> • OER • Textbook • Instructor Provided Materials • Other
Syllabus clearly indicated objectives, grading procedures, and attendance requirements	YES NO NA
Expectations for assignments/tests were clear (<i>example— exams or assignments connected to what was being taught</i>)	YES NO NA
Was sufficient time given to comprehend the subject matter	YES NO NA
COMMENTS (<i>please provide any additional comments regarding the above questions or anything concerning the course</i>)	

Procedure History:

August 27, 2019
November 20, 2017

ANNUAL FACULTY DEVELOPMENT PLAN/SUMMARY

Purpose: The purpose of a faculty development plan is to enhance faculty expertise.

Name	
Area of Teaching Specialization	
Full-time/Part-time Status	
Time Period Covered by the Plan	

In-service Activities Scheduled by the Institution:

Date	Topic		

Professional Growth Activities to be completed (check when documentation has been attached):

Date	Professional Growth Activity	Documentation Attached	Explain briefly what you learned/gained (personally and/or professionally) from attending this activity	How did this activity benefit the staff you supervisor or the students you work with?

Continuing Education or Additional Coursework:

Membership & Participation in Professional Organizations:

Other (including professional growth gained through outside employment):

In the space provided below, give an explanation as why you have chosen to participate in the activities listed in your plan, i.e., explain why this plan is suited to your needs as an instructor:

Explanation:

Signature (Faculty)	Date	Signature(Supervisor)	Date
		CAO Signature	

Procedure History:

August 27, 2019

ADJUNCT EVALUATION

Adjunct Name:	
Course(s) Taught:	
Year:	
Faculty/Mentor:	
Division Chair:	

Did the Adjunct submit or complete the following items on time:

Orientation	YES	NO
Syllabus submittal to Vice Chancellors Office	YES	NO
Class Available on First Day	YES	NO
No-Shows @ 11 th class day	YES	NO
5 Week Grades	YES	NO
12 Week Grades	YES	NO
Final Grades	YES	NO
Attendance (weekly)	YES	NO

Chair Comments from Student Evaluation of Instructor:

Chair Comments from Classroom Observation:

Tech Review Comments (if applicable):

Additional Comments or Observations:

Outstanding Opportunities or Suggested Training:

Adjunct Signature:	
Division Chair Signature:	
Recommended for Future Teaching Assignments:	
Vice Chancellor for Academics Signature/Date:	

Procedure History: