

**Faculty
Evaluation Plan
(FEP) Handbook**



Faculty Evaluation Plan (FEP)

Purpose

- Promote individual & institutional self-improvement
- Enhance faculty development

Multi-Source System

- ePortfolio
- Self-evaluation
- Student evaluation
- Peer recommendation
- Supervisor evaluation



FACULTY CATEGORIES

Annual Faculty

1. Not up for initial granting of Continuing Contract
2. Up for Initial Granting of Continuing Contract

Continuing Contract Faculty

1. Not up for Comprehensive Evaluation
2. Up for Comprehensive Evaluation





FACULTY CATEGORIES

Annual Faculty

Not up for initial granting of continuing contract

- submit **Form #1**; due 2nd Friday of February
- submit **Form #3**; due end of March
- New (1st year) Faculty have mandatory conference with Dean/Supervisor by 3rd Friday of September

Up for initial granting of continuing contract

- submit an **FEP ePortfolio** until eligible for continuing contract
- due last Friday in September following **four** consecutive years of proficient evaluations

All Faculty

- submit **Form #1** (Self-Evaluation)
- submit **Form #3** (Goal Setting & Weights)
- due Spring semester



FACULTY CATEGORIES

Continuing Contract Faculty

Not up for comprehensive evaluation

- submit **Form #1**; due 2nd Friday of February
- submit **Form #3**; due end of March

Up for comprehensive evaluation

- submit comprehensive **FEP ePortfolio**
- due 2nd Friday in February

All Faculty

- submit **Form #1**
(Self-Evaluation)
- submit **Form #3**
(Goal Setting & Weights)
- due Spring semester



EVALUATION PROCEDURES

- **Faculty Self-Assessment & Goals** (*all Faculty*) – **Form #1** February
- **Declaration of Weights** (*all Faculty*) – **Form #3** March
- **Pre-Evaluation Conference** (*optional for Continuing Contract Faculty*) – Spring
- **Classroom Observation** – *optional*
- **Student Opinion Surveys** (*once/academic year*)
- **Supervisor's Evaluation** (*supervisor fills out **Form#2** for all annual faculty*)
- **Post-Evaluation Conference** (*annual faculty*)
- **Faculty Response** (*optional*)

PERFORMANCE RATING SCALE



RATING	PERFORMANCE STANDARD	EXPLANATION
3	Exceeds Expectations	An exceeds expectations rating is demonstrated by performance levels that are recognized as going above and beyond the acceptable standards compared to other professional faculty within the department.
2	Meets Expectations	Meets expectations performance is demonstrated by performance levels that are recognized as meeting all reasonable and acceptable standards compared to other professional faculty within the department.
1	Needs Improvement	A needs improvement rating is demonstrated by performance levels that are clearly recognized as not meeting reasonable and minimal standards compared to other professional faculty within the department.

ITEMS TO SUBMIT

Form #1

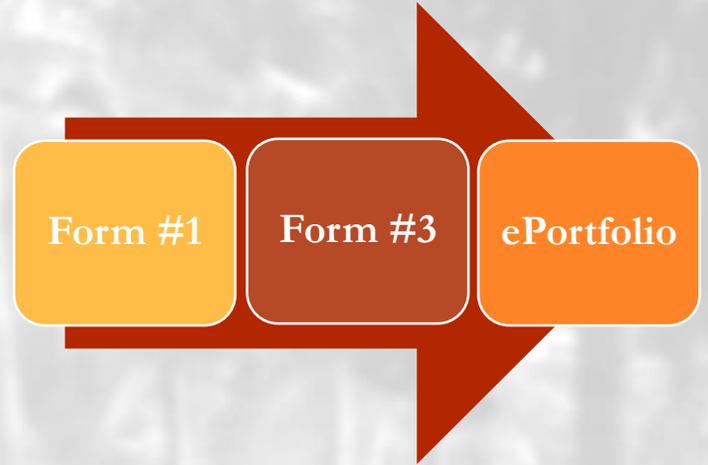
Form #3

ePortfolio



SUGGESTIONS FROM DEANS/ SUPERVISORS

1. Test all links before submitting submission
2. Break up items into separate documents.... One Dean had to sift through a portfolio submitted as one long PDF file
3. Ask for specifics as to how many supporting letters, artifacts, goals, etc. are expected.



Even though we all submit the same forms, our various Deans/Supervisors have their own ideas for the major themes they want you to address in your self-evaluations and discussions.

*****Be sure to talk to your Dean/Supervisor to find out exactly what he/she expects.*****

Form #1

ALL FACULTY (Due 2nd Friday February)



Appendix IV. Faculty Evaluation Faculty Self-Evaluation

(Form #1)



Faculty Name:	Department:
Evaluation Year:	

Evaluate your overall performance in each by placing an "X" in the applicable area. Additionally, include narratives and supporting details as requested. (Number of pages attached to this form _____)

Category	Percentage selected	Exceeds Expectations (3 points)	Meets Expectations (2 points)	Needs Improvement (1 point)	Overall points in each category
Teaching and Instruction (50-60%)					
Professional Development and Scholarship (20-30%)					
College and Community Service (15-20%)					
Total	100%				
Faculty Member Signature:				Date:	

SELF REFLECTIVE NARRATIVE EVALUATION

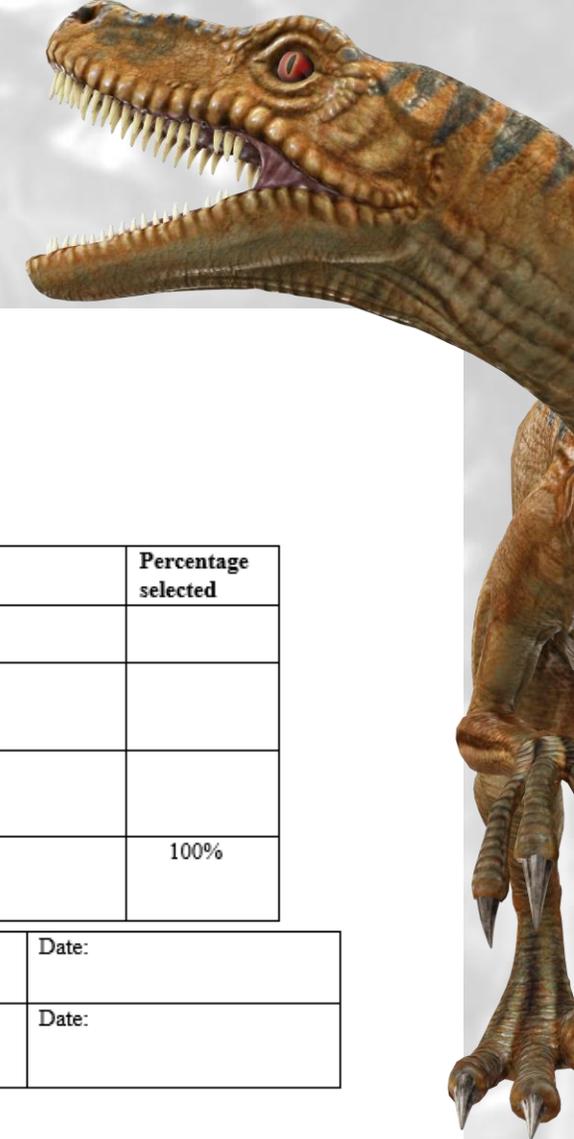
For each area listed below, you need to write a self-reflective narrative supporting your self-evaluation rating. Teaching and Instruction now includes Instructional Performance/Student Success well as Material Preparation and Relevancy and Record Keeping and Instructional Management. Your self-evaluation for Teaching and Instruction should mention how well you performed your duties in all three areas. Include references to student success data and SOS results under Instructional Performance and Student Success.

- 1. TEACHING AND INSTRUCTION SELF-REFLECTIVE NARRATIVE**
(ADDRESS INSTRUCTIONAL PERFORMANCE AND STUDENT SUCCESS; MATERIAL PREPARATION AND RELEVANCY AND RECORD KEEPING AND INSTRUCTIONAL MANAGEMENT)
- 2. PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP**
- 3. COLLEGE AND COMMUNITY SERVICE**

Form #3

ALL FACULTY

(Due end of March ... new faculty will turn this in twice)



Appendix V. Faculty Evaluation Faculty Goal Setting and Weights

(Form #3)

Faculty Name:	Department:
Evaluation Year:	

GOALS FOR THE NEXT ACADEMIC YEAR

BRIEFLY LIST THE SPECIFIC GOALS YOU PLAN TO ACCOMPLISH IN THE NEXT ACADEMIC YEAR BASED ON YOUR SELF-EVALUATION IN TEACHING AND INSTRUCTION, PROFESSIONAL DEVELOPMENT, AND SERVICE IN YOUR MOST RECENT EVALUATION.

1. GOALS FOR TEACHING AND INSTRUCTION (INCLUDE ALL THREE SUB-AREAS)

2. GOALS FOR PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP

3. GOALS FOR COLLEGE AND COMMUNITY SERVICE

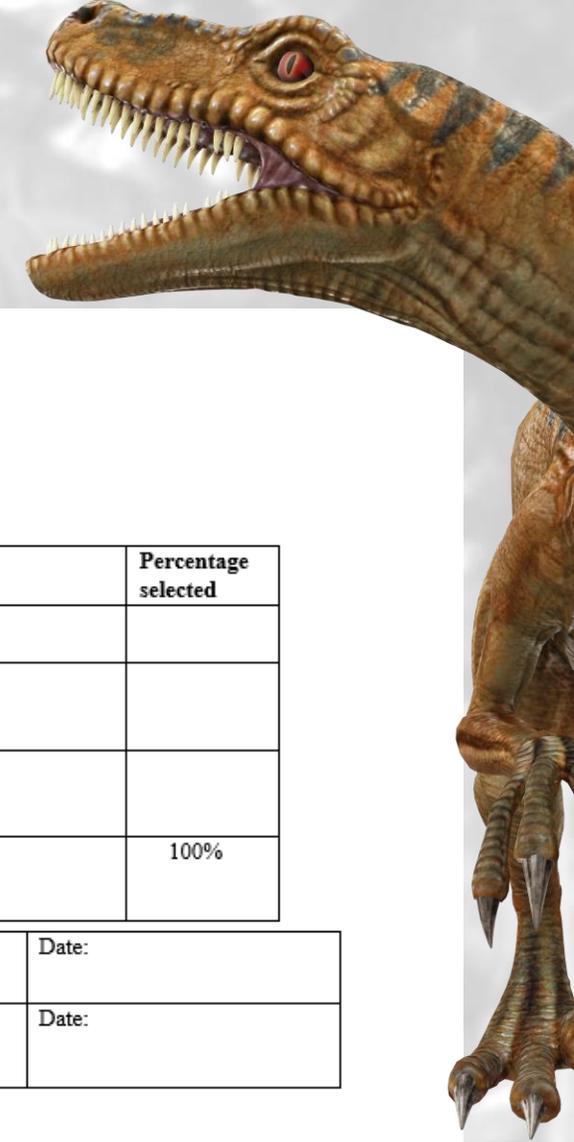
Category	Percentage selected
Teaching and Instruction (50-60%)	
Professional Development and Scholarship (20-30%)	
College and Community Service (15-20%)	
Total	100%

Faculty Member Signature:	Date:
Academic Dean/Supervising Administrator Signature:	Date:

Form #3

ALL FACULTY

For first year faculty, the weights will be discussed between the Academic Dean/Supervising Administrator at the start of their employment.



Appendix V. Faculty Evaluation Faculty Goal Setting and Weights

(Form #3)

Faculty Name:	Department:
Evaluation Year:	

GOALS FOR THE NEXT ACADEMIC YEAR

BRIEFLY LIST THE SPECIFIC GOALS YOU PLAN TO ACCOMPLISH IN THE NEXT ACADEMIC YEAR BASED ON YOUR SELF-EVALUATION IN TEACHING AND INSTRUCTION, PROFESSIONAL DEVELOPMENT, AND SERVICE IN YOUR MOST RECENT EVALUATION.

1. GOALS FOR TEACHING AND INSTRUCTION (INCLUDE ALL THREE SUB-AREAS)
2. GOALS FOR PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP
3. GOALS FOR COLLEGE AND COMMUNITY SERVICE

Category	Percentage selected
Teaching and Instruction (50-60%)	
Professional Development and Scholarship (20-30%)	
College and Community Service (15-20%)	
Total	100%

Faculty Member Signature:	Date:
Academic Dean/Supervising Administrator Signature:	Date:

FEP ePORTFOLIO SUBMISSION OPTIONS

ePortfolio

- Website link
- Canvas ePortfolio
- Canvas course
- Word document
- PDFs





ePortfolio

FEP ePortfolio for Annual Contract Faculty up for Initial Granting

(Due last Friday September)

Instructions:

You will need to use the Canvas template or create a digital platform to assemble the FEP ePortfolio, each year placing relevant artifacts into the following sections:

A. A Reflective Statement

A reflective summary that supports candidate's granting of continuing contract.

B. Evaluation Forms

1. Form #1 (Faculty Self-Evaluation)
2. Form #2 (Supervisor Evaluation)
3. Form #3 (Faculty Goals Setting and Weights)
4. SOS Data
5. Student Success Data

C. **Teaching and Instruction:** Documentation must be included.

D. **Professional Development and Scholarship:** Documentation must be included.

E. **College and Community Service:** Documentation must be included.

F. **Current Curriculum Vitae**

G. **Letter of support or non-support from Academic Dean/Supervising Administrator** (attached as a Canvas comment after Dean review)

H. **Letters of support from colleagues** (no more than three) (*optional*)

NOTE: If submitting an FEP ePortfolio for Initial Granting, only four years of data may be available.



ePortfolio

FEP ePortfolio for Continuing Contract Faculty up for Comprehensive Review

(Due 2nd Friday February)



Instructions:

You will need to use the Canvas template or create a digital platform to assemble the FEP ePortfolio, each year placing relevant artifacts into the following sections:

A. A Reflective Statement

A reflective summary of goals and accomplishments since your last portfolio.

B. Evaluation Forms

1. Form #1 (Faculty Self-Evaluation)
2. Form #3 (Faculty Goals Setting and Weights)
3. SOS Data
4. Student Success Data

C. Teaching and Instruction: Documentation must be included.

D. Professional Development and Scholarship: Documentation must be included.

E. College and Community Service: Documentation must be included.

F. Current Curriculum Vitae

INITIAL GRANTING OF CONTINUING CONTRACT



1. Send letter attached to email expressing intent to apply for Initial Granting by 2nd Friday of April of fourth consecutive year of evaluation that meet or exceed expectations
2. Form IGCC review Subcommittee by 3rd Friday of September
3. IGCC Faculty ePortfolios submitted on the IGCC Faculty Evaluation Canvas Page by last Friday in September
4. IGCC Subcommittee designate Chair; Chair fills out Subcommittee Recommendation Form
5. Subcommittee completes review of FEP ePortfolio & may conduct follow-up interview by 3rd Friday of November

INITIAL GRANTING OF CONTINUING CONTRACT (cont'd)



6. IGCC Subcommittee votes (not recorded) and overall recommendation recorded on the form
7. Sealed envelopes containing the Subcommittee Recommendation Form delivered to Continuing Contract Review Committee (CCRC) Chair within 1 week of interview
8. CCRC Chair delivers form and all paperwork to Provost's Office
9. Provost makes recommendation to President of College by 3rd Friday in January
10. President notifies IGGC faculty member of final decision by 1st Friday of March

Forms and Samples

1. **Document Manager on FSW Portal:** *follow the following path:*
[browse](#) » [folders](#) » [vp academic affairs](#) » *faculty evaluation folder*
2. <https://fsw.instructure.com/courses/1080171>

