

Faculty Evaluation Guidelines Florida State College at Jacksonville

The evaluation of faculty shall conform to the laws, rules, and regulations of the State of Florida related to full-time faculty duties and responsibilities. Faculty evaluation shall be conducted in a fair, constructive, objective manner and shall serve to maintain and improve the quality of instruction and support services in furtherance of the College's primary mission. The goal of the evaluation is to encourage and recognize excellence in faculty performance and to provide the opportunity for faculty members and their supervisors to discuss performance regularly and in a consistent manner throughout the College.

Performance Criteria: Essential Specific Responsibilities

All faculty will be evaluated using the essential responsibilities regardless of the faculty member's assignment: teaching, librarian, or counselor. In addition, responsibilities specific to the type of faculty assignment will be used as additional criteria that will provide more discrete information in the performance evaluation and feedback cycle. The essential and specific responsibilities are found on the Faculty Evaluation Form.

Procedures

Faculty on annual contract will be evaluated once a year during the Spring semester.

Faculty on continuing contract will be evaluated once every three years. The supervising administrator may evaluate the continuing contract faculty member more frequently if concerns arise about the faculty member's quality of instruction or methodology. Supervisors shall consult with faculty regarding perceived problems in a timely manner, as appropriate.

The supervising administrator shall use multiple sources of data, including the findings of observations, the results of the evaluation of instruction by student survey of course sections taught by the faculty member, student results, and pertinent anecdotal information to complete the current evaluation form. The supervising administrator will discuss the conclusions identified on the final evaluation form with the faculty member, will affix his or her signature and provide for the signature of the faculty member. The signature of the faculty member does not necessarily imply agreement with the evaluation. The faculty member will be given a copy of the signed evaluation form and the original will be provided to Human Resources for inclusion in the faculty member's personnel file. The faculty member may attach a statement which will become a part of the evaluation.

Observations and Visits

Observations and visits for seated and online classes shall occur when the faculty member is performing regular work duties. The supervising administrator initiates at least one observation by scheduling a mutually agreeable date and time and alerting the faculty member as to the purpose of the observation.

Feedback regarding the findings of the scheduled observation shall be provided to the faculty member in a pre-scheduled conference to be held no later than 10 work-days following the observation. A conference summary memo will be provided to the faculty member following the meeting and will provide a part of the basis for the overall evaluation.

Student Survey

Students will have an opportunity to complete the appropriate FSCJ Student Evaluation of Instruction (SEI) form on-line for each course section taught by his or her instructor. The individual report information and comments will be provided to the faculty member, the supervisor, and the Campus President. Report information by program and discipline will be provided to the Vice President of the College/Provost.

Ratings

The faculty member's performance will be measured against the performance criteria and will be rated as follows:

- Exemplary – Responsibilities exceeded and is deserving of special recognition.
- Satisfactory – Responsibilities met.
- Needs Improvement – Improvement is needed to meet responsibilities.
- Unsatisfactory – Responsibilities not met.
- Not Applicable (NA) – Does not apply to the faculty member's current assignment

Examples will be provided for each responsibility that is Needs Improvement or Unsatisfactory. If an overall rating of Needs Improvement is determined, the supervising administrator shall consult with and obtain the concurrence of the Campus President. The faculty member shall be provided an opportunity to improve his or her performance and an improvement plan shall be developed in collaboration with the faculty member's immediate supervisor. The performance improvement period shall not exceed one semester following the initial Needs Improvement rating or the time at which the annual contract appointment must be made.

If an overall rating of Unsatisfactory is determined, it requires concurrence of the Campus President and, at the Campus President's discretion, an improvement plan may be developed as noted above.