Committee History

In February 2008, Interim Vice President of Instruction Marjorie Villani asked the officers of the Chairs’ Council to continue the work of the fall 2008 Faculty Evaluation Committee appointed by Interim President Travis Kirkland. She asked the group to focus on making improvements to the evaluation of teaching faculty.

The Committee was originally composed of Dr. Bertie Almendarez, Dr. Larry Lee, Dr. Gordon Hilley, and Mary Ann Williams. In June the committee was expanded to include Lenora Keas, Chris Tetzlaff-Belhasen, George Dunson, and Kenneth Hanna.

Committee Work

In August the committee revised the faculty evaluation forms ADM 046 and ADM 047 to enable faculty and chairs to better document faculty performance and effectiveness.

The Committee has now developed a list of fundamental responsibilities of teaching faculty because it believed that there was a need to update and centrally locate a list of faculty responsibilities which are currently scattered in several sections of Chapter 6.

References in Current Policy to Responsibilities:

Below each of the new statements of faculty responsibility is a reference to either current practice or policy to justify their inclusion. A few statements are new concepts.

B6.3

B6.1.2 Fundamental Responsibilities of Faculty: The fundamental responsibilities of faculty are professional practice, educational growth, professional accomplishment, and institutional and community service (Professional accomplishment is incorporated into A3.2.3)
**B6.3.1 Professional Practice**

**B6.19 Professional Service:** Each member of the teaching faculty is assigned to provide expected to demonstrate professional service practice in the area of the faculty member's specialization, that is, teaching, counseling, or librarianship. The faculty member shall: (Areas of italics here is new language)

Based in B6.19

A6.3.1.1 Demonstrate skill, knowledge, and abilities in the teaching discipline.  
Based in B6.19

A6.3.1.2 Maintain a classroom environment that promotes teaching and learning.  
Based in B6.19

A6.3.1.3 Make continuous efforts to advance the quality of instruction.  
Based in B6.3.1 and B6.3.2

A6.3.1.4 Develop and use a variety of teaching methods and materials to assist students who have differing educational and experiential backgrounds in meeting the course outcomes.  
Based in B6.19.2

A6.3.1.5 Teach assigned courses in a variety of times and locations in response to institutional need.  
New concept

A6.3.1.6 Meet professional assignments in accordance with the College calendar.  
Based in B6.19.5

A6.3.1.7 Teach assigned classes and laboratories according to the schedule.  
Based in B6.19.5.2 and B6.19.5.3

A6.3.1.8 Provide students with a written and accessible course syllabus that follows the Course Syllabus Guidelines and facilitates a clear understanding between student and instructor of the content, goals, requirements, expectations, evaluation methods and schedule of work.  
Based in A6.19.5.4

A6.3.1.9 Hold scheduled, posted virtual or physical office hours of at least one (1) hour daily and be available for and encourage conferences with students so there is a clearer understanding of the students’ work and the possibility of improvement.  
Based in B6.19.7

A6.3.1.10 Evaluate students to measure their progress toward achievement of stated course outcomes within the College grade and grade appeals procedures.
Based in current practice

A6.3.1.11 Review, evaluate, recommend, and effectively use student learning materials.
   Based in B6.19.4

A6.3.1.12 Maintain appropriate professional relationships with students, colleagues and the community.
   New concept

A6.3.1.13 Review, evaluate, and revise program curricula and practices to bring about systematic improvement in programs and assure compliance with professional standards, state-mandated guidelines, and requirements of business/industry, and higher education.
   Based in B6.9

**B6.3.2 Educational Growth:** Each member of the faculty is expected to demonstrate educational growth. The faculty member shall: (Area of italics here is new language)

A6.3.2.1 Participate in the self-evaluation process.
   Based in A6.3.6

A6.3.2.2 Establish goals and objectives which may include personal and professional development plans in consultation with the department chair.
   Based in A6.3.6

A6.3.2.3 Maintain professional standards of competence in the discipline and teaching methodology through professional development/engagement activities.
   Based in B6.1.2

**B6.3.3 Institutional and Community Service:** Each member of the faculty is expected to demonstrate institutional and community service. The faculty member shall: (Area of italics here is new language)

B6.3.3.1
   B6.19.7 (S1) Assist in academic advising of declared majors.
      Based in B6.19.7

B6.3.3.2
   B6.19.7 (S1) Assist with marketing their programs and recruiting students.
      Based in B6.19.7

B6.3.3.3
   B6.19.7 (S1) Serve on committees.
      Based in B6.19.7
B6.3.3.4
B6.19.7 (S1) Accept special assignments occasionally.
   Based in B6.19.7

B6.3.3.5
B6.19.7 (S1) Participate in scheduled institutional activities which include convocation and graduation ceremonies.
   Based in B6.19.7

B6.3.3.6
B6.19.7 (S1) Participate in department, divisional, and College meetings.
   Based in B6.19.7

A6.3.3.7 Participate in College-related activities such as registration and selection of faculty.
   Based on current practice

A6.3.3.8 Participate in activities required to maintain program and College accreditation standards.
   Based on current practice

A6.3.3.9 Participate in the College planning process by assisting in the formulation of goals and objectives and budget priorities.
   Based on current practice

A6.3.3.10 Participate in business and/or student activities and/or community activities that promote the mission of the College.
   Based in B6.1.2

Significant Changes

The Committee deleted “professional accomplishment” from the current list of fundamental responsibilities of faculty (See current B6.1.2) because it believed that while faculty are to be commended for activities such as research, publishing, and giving professional presentations, these are not considered fundamental responsibilities of community college faculty. However, the proposed A6.3.2.3 does require faculty to maintain professional standards of competence through professional development/engagement activities.

The Committee deleted B6.19.7 a portion of sentence 1 “…take an active part in extra curricular activities..” because it did not believe that the phrase was consistent with current College practice.

The proposed “A6.3.1.5 Teach assigned courses in a variety of times and locations in response to institutional need.” is a new concept not found in current policy.
**B6.1 and B6.2 Reorganization**

The Committee proposes to locate the list of faculty responsibilities in a new section of the *Manual of Policies and Procedures*, Chapter 6, Faculty/Instruction.

In order to include the list of faculty responsibilities, the Committee proposes that sections B6.1 and B6.2 be reorganized as indicated below. B6.1 would define faculty. B6.2 would discuss academic freedom and propriety. The area of responsibility would move to the next section. B6.3 would list the three areas of fundamental responsibilities of faculty. B6.4 would discuss standards currently located in B6.19. The section was moved to an early part of the chapter because of its importance. The inclusion of the new B6.3 and B6.4 would cause the remainder of the sections of the chapter to be renumbered starting with B6.5 Evaluation.

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<th>Proposed Reorganization</th>
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<td>B6.2 Faculty</td>
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<td>B6.3 Evaluation of Faculty</td>
<td>B6.3 Fundamental Responsibilities of Faculty</td>
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<td>B6.4 Standards (From B6.19)</td>
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<td>B6.5 Evaluation (Renumbered)</td>
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**B6.19 Reorganization**

In addition, the Committee proposes to reorganize the remainder of B6.19 into separate numbers for the individual topics of faculty year, schedules, office hours, and syllabus. This would allow the reader to more easily locate this information. Again, the inclusion of the new B6.21, B6.22, B6.23, and B6.24 would cause the remainder of the sections of the chapter to be renumbered.

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<td>B6.19 Professional Service</td>
<td>B6.21 Faculty Year</td>
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<td>B6.22 Faculty Schedules</td>
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<td>B6.23 Office Hours</td>
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<td>B6.24 Syllabus</td>
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While there has been reorganization of these sections, most of the original language has been preserved.

**Counselors and Librarians**

The Committee looks forward to eventually including the fundamental responsibilities of counselors and librarians in this chapter.

**Comments**

Please send any comments you may have to any member of the committee. Faculty may wish to contact their Faculty Council representative.

Mary Ann Williams, Chair
Faculty Evaluation Committee