SUBJECT: Faculty Evaluation and Re-employment Recommendation

The maintenance of a highly professional faculty is essential to Midland College’s mission of providing area residents with quality educational opportunities. The cornerstone of any program designed to promote faculty professionalism must necessarily be a rigorous and equitable system of evaluation. The evaluation program outlined below represents the best efforts of Midland College faculty and administrators to identify and place appropriate values upon those areas deemed most critical to effective instruction.

Faculty performance is evaluated each academic year according to the definition of faculty role and responsibilities listed in Board Policy 02:01:01. Comprehensive evaluations are conducted every year for the first three years of employment. After three years of continuous employment, faculty performance will be briefly evaluated every year for an additional two years. After five years of employment, another comprehensive performance evaluation is conducted on the subsequent third year unless performance demands otherwise.

FACULTY EVALUATION PROCEDURES AND GUIDELINES

1. The faculty evaluation system will consist of multiple components including but not limited to student evaluation of classroom performance, supervisory review, self-evaluation and a report to the administration.

2. Faculty will have individual conferences with their division dean or other designated evaluator no later than mid February of each academic year. Faculty performance in terms of the faculty roles and responsibilities will be the subject of this conference and a written record of the conference will be signed by the evaluator and the faculty member. Professional development will be included in the evaluation.

3. Faculty with more than three years of service must have student evaluations administered in at least two classes each semester. These classes should be the largest taught and as representative as possible of the instructor’s assignment. Faculty with less than three years of service must have student evaluations administered in all classes each semester.

4. By mid-February, Division Deans and Distance Center Directors will report evaluation results and re-employment recommendations for the coming year to the next higher administrators, who will inform the Vice President of Instruction, who will report to the President.