

FACULTY ANNUAL PERFORMANCE EVALUATION

PURPOSE

The Faculty Annual Performance Evaluation Policy supports Edison State's commitment to faculty excellence, student learning, and institutional accountability. This policy establishes a transparent, evidence-based framework for annual faculty evaluations that promotes continuous improvement and compliance with state-mandated performance standards.

POLICY STATEMENT

Faculty will be evaluated annually to ensure they demonstrate professional qualifications, effective teaching, ongoing development, and meaningful contributions to college and community. Evaluations will be used for formative feedback, performance improvement, and promotion readiness.

Evaluation Cycle

- **Frequency:** Annually
- **Timeframe:** Evaluation activities, including classroom observations and collegial conferences, will occur between September 1 and March 15, unless otherwise agreed upon.
- **Documentation Deadline:** All final documentation must be submitted by March 30 of each academic year.

Evaluation Components Each faculty member will be evaluated based on the following:

Teaching – 50%

Student Evaluations of Instruction – 25%

College Service – 25%

Goal Setting and Progress

- Faculty will set annual SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound).
- Goals must align with the College Strategic Plan and Professor-level Promotion Rubric.
- Goals are reviewed and approved (or revised) by the supervising administrator.
- Progress toward goals is reviewed at an annual collegial conference.

Expectations for Improvement

- When needed, the evaluation will document clear expectations for change or development in areas of concern.
- Actionable steps will be outlined to meet performance standards.

Collegial Conference

Each full-time faculty member will engage in an annual collegial conference with their supervising administrator.

Evaluation Documentation

Following the collegial conference, the supervising administrator will complete a Faculty Evaluation Form that includes:

- Summary Assessment of the performance areas that includes the parameters “exceeds performance expectations,” “meets performance expectations,” or “does not meet performance expectations”
- Summary of observation(s)
- Student evaluation discussion
- Progress on goals

- Contributions to the college
- Specific improvement actions (if applicable)

Appeals Process

The purpose of the Faculty Evaluation Appeals Process is to provide a structured, fair, and timely mechanism for faculty to appeal elements of their annual evaluation that they believe are inaccurate, incomplete, or procedurally flawed. This process aligns with principles of shared governance and due process, and supports the institutional obligation to maintain transparent, SB1-compliant performance evaluations.

Grounds for Appeal

A faculty member may appeal their evaluation based on one or more of the following:

- **Factual Inaccuracy:** The evaluation includes incorrect or misleading information.
- **Procedural Error:** The evaluation did not follow the approved policy, timeline, or required components.
- **Unfair or Arbitrary Judgment:** The evaluation reflects bias, retaliation, or lacks reasonable basis.
- **Disagreement with Observations or Conclusions:** The faculty member disputes the interpretation of classroom observations, student evaluations, or other evaluative criteria.

Informal Resolution (Optional but Encouraged)

Before filing a formal appeal, the faculty member is encouraged to seek an informal resolution by meeting with the supervising administrator to discuss concerns. This discussion should occur within 10 business days of receiving the written evaluation. If resolution is not reached informally, the faculty member may proceed with the formal appeal process.

Formal Appeal Process

- Written Appeal Submission
- Review and Investigation
- Determination

Final Appeal (if unresolved)

If the faculty member is not satisfied with the determination, they may submit a final appeal to the Provost. The Provost's decision is final and concludes the internal appeals process.

All records will be maintained in the faculty member's personnel file.

PERSONS AFFECTED

All Edison State Community College Faculty.