

## Procedure 3.3.2.1 Human Resources: Evaluations: Evaluation of Faculty

TRI-COUNTY  
COMMUNITY COLLEGE

HUMAN RESOURCES  
EVALUATIONS:  
EVALUATION OF FACULTY

PROCEDURE  
3.3.2.1

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### I. Purpose

The evaluation of instructors at Tri-County Community College serves the following purposes:

- To identify strengths and weaknesses in instructional services as perceived by the students, by the administration, and by the instructor.
- To aid the administration and the Faculty Council in planning in-service programs in counseling with instructors.
- To be used as a follow-up tool in counseling with instructors.
- To be used as a tool to ultimately improve the quality of the total curriculum instructional program.

### I. Administrative Instructor Evaluations

All full time faculty members will be evaluated yearly by the Vice President for Instruction. All new full time faculty members will be evaluated during each of their first two semesters of service to the college. All adjunct faculty members will be evaluated during his or her first semester and on an annual basis if that faculty member continues to teach on a continuing basis by the appropriate Dean or the Vice President. Adjunct faculty members who have not taught for more than three consecutive semesters will be evaluated during the semester of their return to teaching at the college.

### II. Student Instructor Evaluations

A student evaluation of each full time and adjunct faculty member will be conducted for each curriculum class Fall and Spring Semesters.

### III. Procedure for Administrative Evaluation

The Vice President for Instruction will evaluate each full time faculty member each year after a class visit (conducted by the Vice President or the appropriate dean) and a conference with that instructor.

The deans and the Vice President will evaluate each adjunct faculty member after a class visit and an examination of a sample syllabus from that instructor. Whenever possible, conferences (in person, or via phone/email) will be scheduled with each adjunct faculty member to discuss the results of both the administrative and student evaluations.

### IV. Procedure for Student Evaluation

The student evaluation of instructors and individual courses will be conducted electronically each fall and spring semester. Results will be made available to each faculty member after the final grades have been submitted for the term in question.

**V. Administrative Procedure**

In cases where weaknesses or problems have been identified and procedures established to correct them, a follow-up conference will be held if no progress is being made. Results of this conference will be in written form. Another follow-up conference will be scheduled where no measurable progress is being made. This conference will involve the appropriate dean and the Vice President, along with any other personnel deemed appropriate by the President. After this follow-up conference, if no significant improvement has been achieved, the employee is subject to dismissal.

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