
APPLIES TO: All faculty employed ≥ 0.5 FTE

ISSUED: *December 14, 2021*

KEYWORDS: faculty, evaluation, annual

EFFECTIVE: *December 14, 2021*

PURPOSE:

To ensure feedback is provided to faculty on a consistent basis and identify the selected forms and processes of evaluation of faculty members by appropriate stakeholders and methods.

DEFINITION OF TERMS IN THIS POLICY:

1. **Faculty:** any employee who is under an annual contract with the college to fulfill the roles and responsibilities of a faculty member

POLICY DETAILS:

Kettering College participates in three types of faculty evaluation procedures:

1. The annual Kettering Health (KH) evaluation and Kettering College (KC) Faculty Evaluation Supplement that, for the College, are part of the development of the annual work load.
2. Course evaluations by students
3. Peer evaluation for rank promotion

PROCEDURE

1. The annual KH evaluation and KC Faculty Evaluation Supplement that, for the College, are part of the development of the annual work load.
 - a. Faculty will submit a self-evaluation to the Department Chair ("Chair") before the annual performance review. The self-evaluation is based on the KH evaluation template and KC Faculty Evaluation Supplement.
 - b. In preparation for the performance review conversation the Chair will:
 - i. assess the level and quality of the faculty member's involvement in committee service during that academic year through communication with each respective committee chair on which the faculty member served;
 - ii. review course evaluations by students;
 - iii. consider any instructor evaluations by peers/chair; and
 - iv. examine any other documents or other sources to contribute to the faculty member's evaluation.
 - c. The Chair and the faculty member will discuss the evaluation together, seeking areas to commend as well as those for continued improvement.
 - d. Both the Chair and the faculty member will sign the evaluation document which includes comments from both the self-evaluation as well as the conversation between them.
 - e. The faculty member will work towards achieving the mutually agreed upon goals to be accomplished during the next academic year.

- f. During the next year's performance review, the goals will be reviewed to see how they have been accomplished.
- g. If the faculty member is a Chair, this evaluation will be completed with their direct supervisor.
2. Course evaluations by students
 - a. Near the end of a semester, course evaluations by students will be conducted for all courses. (Please see "Course Evaluations" policy for additional details)
 - b. The results of the course evaluations by students should be discussed at the annual performance review with the Chair.
 - c. Plans will be made to address any areas of concern which seem to be a theme in the results and/or comments made by students.
3. Peer evaluation for rank promotion
 - a. A component of the promotion process includes having a peer evaluate the faculty member who is applying for rank promotion, by having the peer observe the faculty member during a class presentation. (Please see "Rank Promotion" policy for additional details)
 - b. The faculty member should arrange a time and date for this to happen before the rank promotion application is submitted.
 - c. A letter/email from the peer evaluator should be submitted to the Academic Dean's office indicating that the peer evaluation has been completed.
 - d. The faculty member should make plans to address any concerns that may have been shared as a result of the peer review.

RESOURCES/REFERENCES:

Related KH Policy: N/A

Maintained by: Office of the Academic Dean

HISTORY OF REVISION:

Original date: 2014-2015

Revision dates: March 20, 2017; December 14, 2021