



Executive Vice President
Instruction & Student Services

Chief Administrator
Whidbey Island Campus,
South Whidbey & San Juan Centers

DATE: November 27, 2012
TO: Tom Bates, Laura Cailloux, Dave Paul, & Joan Youngquist
FROM: Mick Donahue, Ph.D.
RE: 2012-2013 Faculty Evaluations

Per negotiations, faculty evaluations shall be completed by the appropriate supervising administrator in writing then shall be reviewed and signed by both parties—full-time, tenured faculty evaluation review will be in a private meeting. If any faculty member disagrees with any portion of their evaluation, the faculty member has the right to reduce to writing said disagreements. The completed evaluation forms, with appropriate signatures, shall be submitted to the Executive Vice President for Instruction & Student Services prior to June 1. Copies of written disagreements by the faculty being evaluated must be attached. All documents shall be placed in the individual’s personnel file.

The evaluation and classroom evaluation forms are attached. These forms are negotiated and cannot be modified—if a portion does not apply, leave it blank.

Please distribute the faculty evaluation forms to Director and Department/Division Chairs as appropriate. Adjunct and full-time temporary faculty that have been evaluated for three consecutive years (2009-10, 2010-11, & 2011-12) transfer to the 5-year cycle (so won’t be evaluated again until 2016-17). Kathy has a list if you aren’t sure. Tenured faculty you have designated for 2012-2013 evaluation per the 5-year cycle implemented fall quarter 2009 also need to be evaluated.

Please note: faculty being evaluated can request that documents be included with their evaluation (i.e. class observation form, self evaluation, SGID, etc.). You need to list attached documents on the line provided at the bottom of the evaluation form. As noted last year, anonymous student comments cannot be included in personnel files per faculty negotiations.

Full-time tenured faculty are on a 5-year evaluation cycle which includes:

1. A current professional development plan
2. Classroom observation by appropriate administrator—during the academic year they are being reviewed—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes (including moonlight) during one quarter in the academic year they are scheduled to be reviewed.
4. At the request of the faculty member, a peer observation may be included—utilizing the negotiated classroom observation form and/or SGID by a SGID qualified faculty member.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
 - The review will be the basis for a discussion with the appropriate administrator & faculty member.

Probationary, tenure-track faculty will be reviewed as stated in the Negotiated Agreement.

Full-time temporary faculty will be reviewed annually for 3 years and then convert to a 5-year cycle. This includes:

1. A current professional development plan
2. Classroom observation by appropriate supervisor – once during the academic year for the first 3 years, then converts to the 5-year cycle—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes (including moonlight) during one quarter each academic year for the first 3 years, then converts to the 5-year cycle.
4. At the request of the faculty member, a peer observation may be included—utilizing the negotiated classroom observation form and/or SGID by a SGID qualified faculty member.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
 - The review will be the basis for a discussion with the appropriate administrator & faculty member.

Adjunct faculty will be reviewed annually for 3 years and then convert to a 5-year cycle. This includes:

1. Part-time professional/technical instructors teaching a two-thirds full-time load for more than the equivalent of three quarters must complete a professional development plan as part of the requirements of initial certification (WAC 131-16-092, WAC 131-16-094).
2. Classroom observation by appropriate supervisor – once each academic year for the first 3 years, then converts to the 5-year cycle—utilizing the negotiated Classroom Observation form.
3. Student opinionnaires – all classes during one quarter each academic year for the first 3 years, then converts to the 5-year cycle.
4. At the request of the faculty member, a peer observation may be included—utilizing the negotiated classroom observation form and/or SGID by a SGID qualified faculty member.
5. The appropriate administrator will write a review of the faculty member utilizing the Faculty Review form.
 - The review will be the basis for a discussion with the appropriate administrator & faculty member.

Attachments:

- Faculty Review Form
- Classroom Observation Form