

# Policy

Policy # 3.02.21

Effective Date 11/20/96

<p><i>(Impact Area - Dept Name)</i></p> <p>Employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Faculty Evaluation</p>
<p><b>Relates to Procedure #</b> 3.02.21</p>	<p><b>Author:</b> AC and Tenure Committee</p> <p><b>Supersedes Policy #</b> 3.02.21</p>	
<p><b>Impact:</b></p>		
<p><b>Legal Citation (if any):</b></p>		
<p><b>North Idaho College</b></p>		

Policy Narrative

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North Idaho College evaluates all faculty every three years using multiple data sources in accordance with the Northwest Association of Schools and Colleges' accreditation standard on faculty evaluation, and the following Evaluation Rights and Responsibilities.

**PURPOSE**

The purpose of evaluation of faculty at North Idaho College is to maintain and enhance instructional excellence, assist in making sound personnel decisions and tenure recommendations by providing information on the performance of faculty in their major areas of responsibility. Specific timelines, reports and evaluation instruments are outlined in the evaluation procedures.

**EVALUATION RIGHTS AND RESPONSIBILITIES**

1. The criteria to be used in evaluating performance should both be related to job responsibilities and understood by all parties before evaluation begins.
2. Evaluation can only be fair and useful if all results of the evaluation are discussed with the person being evaluated.
3. Documentation of evaluations and other pertinent information or incidents should be thorough, impartial and open to examination by both parties.

4. Allegation of deficiencies in performance or other serious problems can be considered as a reasonable basis for loss of status or termination of employment only when legitimate opportunity for remediation has been offered.
5. Summative evaluation should not be confused with or considered a substitute for open, on going communication between supervisors and subordinates.

### **FACULTY GROUPS TO BE EVALUATED**

All faculty groups that exist at NIC will be evaluated. The groups are:

1. Tenured faculty
2. Probationary tenure track faculty
3. Special appointment faculty
4. Part-time credit faculty
5. Counselors
6. Librarians
7. Non-credit faculty

### **CRITERIA**

Faculty are evaluated based on the following criteria:

1. Academic or Technical Preparation; Board Policy #3.02.8 (Faculty Employment)
2. Teaching Effectiveness; Board Policy #3.02.21 (Faculty Evaluation) and Policy 3.02.9 (Tenure Policy and Procedure)
3. Dependability in Meeting Contractual Responsibilities; Board Policy Manual Appendix (Duties and Responsibilities of NIC Faculty)
4. Professional Growth; Board policy #3.02.20 (Instructional Professional Improvement)
5. Professional Ethics; Board Policy #3.05 (Academic Freedom & Professional Ethics)

\* Note: Performance Effectiveness may also be used as criteria #2 for faculty whose primary responsibility is non-classroom in nature.

### **PROFESSIONAL IMPROVEMENT AND DEVELOPMENT**

Through the evaluation process, when improvement and professional development needs are identified, the responsibility for improvement and/or change rests with the faculty member. The institution assists by providing development and improvement opportunities.