

Procedure Title: Faculty Evaluation

Impact: Faculty

Responsibility: Office of Instruction

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Relates to Policy: 3.02.21

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I. Procedure Narrative

North Idaho College evaluates all faculty through a holistic approach that considers multiple sources including evidence from students, supervisor, and self. The primary purpose of faculty evaluation is for the developmental support of instructors, with the aim of improving teaching and learning at North Idaho College. Evaluation feedback provides faculty with the opportunity to reflect, modify curriculum, and seek additional professional development.

The Office of Instruction will communicate to students the value and opportunity for thoughtful input on their classes. In addition, the Office of Instruction will continually review and improve, as needed, the evaluation instruments and will train Division Chairs/Directors on the effective use of student course evaluations as tools for course development. Faculty evaluations are part of a faculty member's human resource file and are not subject to disclosure. The evaluation procedures are explained herein for each faculty group.

Note: All deadlines expressed in this document reflect full weeks (i.e. if Oct. 1st is a Wednesday, the following week would reflect the first full week of October) and by the end of the work day.

All applicable forms are housed in the Faculty Handbook.

II. Evaluation of Tenured Faculty Members

A. Formal Evaluation

Tenured faculty members are formally reviewed once every three years, using multiple data sources. Evaluations will include course evaluations, self-evaluation, teaching observation, summative evaluation, and may also include peer review of teaching. All teaching reviews will utilize the established forms. These procedures apply to faculty members serving as division chairs, with the exception that the evaluation will be administered directly by the supervising Dean.

B. Course Evaluations

Formal student course evaluations are administered through the Office of Instruction and will be conducted for all courses each semester. In addition, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness multiple times throughout the semester.



C. Self-Evaluation

By the first week in March, the faculty member will submit a self-evaluation to the division chair or director. The self-evaluation will be inclusive of the time since the previous formal evaluation and will describe, in detail, the faculty member's continued performance on the criteria outlined in this policy which are aligned to the Tenure policy.

D. Peer Review

The faculty member is encouraged to select up to two peers to submit a peer review to the faculty member and the division chair by the first week in March. The review will use the established form and may also include comment on course outlines, syllabi, textbooks, manuals, other course materials, and measures of student performance

E. Division Chair or Director Teaching Observation and Summative Evaluation

The division chair or director will observe the classroom or lab performance of the faculty member and complete the following by:

- i. By the first week in March:
Provide a written teaching observation, which will be forwarded to the faculty member.
- ii. By the third week in March:
Provide a written summative evaluation. The report shall address the criteria outlined in this policy which are aligned to the Tenure policy and include commendations and/or areas of concern.
- iii. By the third week in April:
Meet with the faculty member and discuss the course evaluations, the faculty member's self-evaluation, any peer reviews, the teaching observation(s), and the summative evaluation prepared by the division chair. The faculty member and the division chair or director will sign and date the written reports to acknowledge their review.
- iv. By the second week in May:
Submit the teaching observation, summative evaluation, and the faculty member's self-evaluation to the Dean and to the Office of Instruction. If the division chair or director and the Dean recommend that a remediation plan is necessary, the Remediation Policy and Procedures 3.02.30 will be followed.

The Office of Instruction will maintain course evaluations. The Office of Instruction will provide the teaching observation, summative evaluation and self-evaluation to Human Resources.

III. Evaluation of Probationary Tenure-Track Faculty Members

The following steps are separate from and in addition to Tenure Procedure 3.02.09

A. Division Chair or Director Teaching Observation and Annual Recommendation

The Division Chair or Director will observe the classroom or lab performance of each probationary faculty member at least once a year and complete the following:

- i. By the first week of March:



Provide a written teaching observation report, which will be forwarded to the faculty member.

- ii. By the third week in April:
Meet with the faculty member and discuss the student course evaluations the faculty member's self-evaluation, and the teaching observation(s). The faculty member and the Division Chair will sign and date the teaching observation to acknowledge their review.
- iii. By the first week in May:
Make a recommendation regarding continued employment to the Dean and Office of Instruction. A copy of the recommendation will be forwarded to the faculty member.

The Office of Instruction will maintain course evaluations. The Division Chair or Director will forward the FET's formative/summative evaluation report and the recommendation to the Office of Instruction by the second week in May. The Office of Instruction will provide the report to Human Resources.

IV. Evaluation of Full-Time Non-Tenure Track Faculty

A. Formal Evaluation

Non-tenure track faculty members are formally evaluated annually. Evaluations will include course evaluations, self-evaluation, teaching observation, summative evaluation, and may include a peer review of teaching.

B. Course Evaluations

Formal student course evaluations are administered through the Office of Instruction for all courses each semester. In addition, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness multiple times throughout each semester.

C. Self-Evaluation

By the first week in March, the faculty member will submit a self-evaluation to the Division Chair or Director. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail the faculty member's performance in meeting the criteria in this policy.

D. Peer Review

The faculty member is encouraged to select up to two peers to submit a review to the faculty member and the division chair by the first week in March. The review will use the established forms and may also include comment on course outlines, syllabi, textbooks, manuals, other course materials, and measures of student performance.

E. Division Chair Teaching Observation and Summative Evaluation

The Division Chair or Director will observe the classroom or lab performance of each special appointment faculty member at least once a year and complete the following:

- i. By the first week in March:
Provide a written teaching observation, which will be forwarded to the faculty member.
- ii. By the third week of March:



Provide a written summative evaluation report. The report shall address the criteria established in this policy and include commendations and/or areas of concern.

- iii. By the third week in April:
Meet with the faculty member and discuss the course evaluations, the faculty member's self-evaluation, any peer reviews of teaching, the teaching observation(s), and the summative evaluation. The faculty member and the division chair or director will sign and date the written reports to acknowledge their review.
- iv. By the second week in May:
Submit the teaching observation, summative evaluation report, and self-evaluation to the Dean and to the Office of Instruction. If the Division Chair or Director document, through the evaluation process, significant concerns with the non-tenured faculty member's performance, the evaluation report and related evaluation material will be discussed with the Dean for action, which may include remediation or non-renewal of contract.

The NIC Office of Instruction will maintain course evaluations. The Office of Instruction will provide the summative evaluation and self-evaluation report to Human Resources.

V. Evaluation of Adjunct (Part-time) Faculty

A. Formal Evaluation

The adjunct or part-time credit faculty member will be evaluated during the first semester of appointment and every three years thereafter, unless a more frequent cycle is determined to be needed by the Division Chair or Director. Approved changes to the evaluation cycle will be provided to the faculty member. Evaluations will include student course evaluations and Division Chair or Director or designee review of teaching.

B. Course Evaluations

Formal student course evaluations are administered through the Office of Instruction for all courses. In addition, faculty members are encouraged to routinely employ informal feedback techniques to assess their teaching effectiveness multiple times throughout the semester.

C. Division Chair or Director Observations

The appropriate division chair, director, or designee will observe the classroom or lab performance of each adjunct faculty member during the first semester of appointment, and at least once every three years following initial employment. A written teaching observation report, inclusive of commendations and/or concerns, will be prepared utilizing the established form. The observation will be discussed with the instructor before the end of the semester.

D. Continuation of Employment

The appropriate division chair or director will make a decision for the continuation of employment of the adjunct faculty member on a semester by semester basis. The Dean will be consulted as necessary in the decision-making process.

The Office of Instruction will maintain course evaluations. The Division Chair or Director will forward copies of the teaching observation report to the instructor, the Dean and the Office of Instruction by the



second week in May. The Office of Instruction will provide the teaching observation to Human Resources

VI. Evaluation of Librarians

A. Timeline

After the successful completion of three consecutive years as a probationary faculty librarian, the faculty member will be formally evaluated once every three years. Evaluations will include student and faculty surveys, self- evaluation, librarianship observation, summative evaluation, and may also include peer review of librarianship. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities.

B. Criteria

Librarianship is intrinsically a teaching activity; therefore, evaluation of faculty librarians will include the following criteria in addition to the criteria in this policy:

- i. Serving the campus population by curating an effective library collection
- ii. Promoting an environment that enhances learning
- iii. Participating actively in teaching
- iv. Supporting the research needs of the faculty, staff, and students
- v. Providing access to, and assistance with, information resources
- vi. Fostering engagement and collaboration with the campus and local communities

C. Student Surveys

Faculty librarians will regularly assess their student instruction effectiveness through standardized student feedback practices. These will be established by their supervisor as part of the evaluation process.

D. Self-Evaluation

By the first week of March, the librarian faculty member will submit a self-evaluation to the library supervisor. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail the librarian's performance on the criteria set forth in this policy and procedure.

E. Peer Review of Librarianship

The faculty librarian is encouraged to select one librarian peer to submit a report to the faculty member and the supervisor by the first week of March. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities. An instruction observation using the approved form may also be submitted by the peer reviewer.

F. Supervisor Librarianship Observation and Summative Evaluation

The library supervisor will complete the following:



- i. By the first week in March:
Provide a written librarianship observation, which will be forwarded to the faculty member.
- ii. By the third week in March:
Provide a written summative evaluation report. The report shall address the self-evaluation, the criteria in this policy and procedure, and include commendations and/or areas of concern.
- iii. By the third week in April:
Meet with the faculty librarian and discuss the student surveys, the self-evaluation, any peer review, the librarianship observation(s), and the summative evaluation report. The librarian and the supervisor will sign and date the written reports to acknowledge their review.
- iv. By the second week of May:
Submit the summative evaluation and self-evaluation to the Dean and to the Office of Instruction. If the supervisor and the Dean recommend that a remediation plan is necessary, the Remediation policy and procedures will be followed.

VII. Evaluation of Probationary Faculty Librarians

A. Formal Evaluation

Probationary librarian faculty members are evaluated annually. Evaluations will include student and faculty surveys, self-evaluation, librarianship observation, summative evaluation, and peer review of librarianship.

B. Student Surveys

Faculty librarians will regularly assess their student instruction effectiveness through standardized student feedback practices. These will be established by their supervisor as part of the overall faculty librarian evaluation process.

C. Self-Evaluation

By the first week in March:

- D. The librarian faculty member will submit a self-evaluation to their supervisor. The evaluation will be inclusive of the time since the previous formal evaluation. The self-evaluation will describe in detail his/her performance on the criteria in this policy and procedure.

E. Peer Review of Librarianship

The faculty librarian will select one librarian peer to submit a report to the faculty member and the director by the approved deadline of the evaluation year. The report may include reviews of major job responsibilities, library internal documents, professional growth/expertise, research guides and formal/informal acknowledgment of college activities. An instruction observation report utilizing the established form may also be submitted by the peer reviewer.

F. Supervisor Librarianship Observation and Summative Evaluation



The Library Director will observe the public-facing performance of the faculty librarian and complete the following evaluation sequence by the established schedule:

- i. By the first week in March:
Provide a written librarianship observation, which will be forwarded to the faculty member.
- ii. By the third week in March:
Provide a written summative evaluation report. The report shall address materials submitted by the faculty librarian and include commendations or areas of concern.
- iii. By the third week in April:
Meet with the faculty librarian and discuss the student feedback, the self-evaluation, the peer review, the librarianship observation(s), and the summative evaluation. The librarian and the library director will sign and date the written reports to acknowledge their review.
- iv. By the first week in May:
Submit the summative evaluation report and self-evaluation by the faculty member to appropriate Dean and to the Office of Instruction. If the supervisor documents, through the evaluation process, significant concerns with the probationary faculty member's performance, the evaluation report and related evaluation material will be discussed with the Dean for action, which may include remediation or non-renewal of contract.

The Office of Instruction will provide the summative evaluation report to Human Resources.

After the successful completion of three consecutive years as a probationary librarian faculty member, the faculty member should be considered for a three-year evaluation cycle. The Director will make a recommendation for or against a three-year evaluation cycle to the Dean by the second week in May.

VIII. Evaluation of Part-Time Faculty Librarians

A. Formal Evaluation

Part-time faculty librarians are formally evaluated in the first year of employment and every three years thereafter, unless a more frequent cycle is determined by the library supervisor to be needed. Approved changes to the evaluation cycle will be provided to the faculty librarian member. Evaluations will include student feedback and supervisor review of librarianship.

B. Student Feedback

Faculty librarians will regularly assess their student instruction effectiveness through standardized feedback practices. These will be established with the supervisor as part of the overall faculty librarian evaluation process.

C. Library Director Observations

The library supervisor will observe the public-facing performance of each part-time faculty librarian. A written observation report will be prepared, inclusive of commendations and/or concerns, and then discussed with the librarian before the end of the semester.

D. Continuation of Employment

The Library Director will make a decision for continuation of employment of the part-time librarian faculty member on a semester-by-semester basis.

The supervisor will forward copies of the observation report and recommendations to the instructor, the Dean and Office of Instruction by the second week of May. The Office of Instruction will provide the observation report to Human Resources.

IX. Faculty Evaluation Procedure Timelines

Tenured, Full-Time Non-Tenure Track, and Full-time Librarians

First week in March	Faculty member submits self-report to division chair/director. Peer submits review to faculty member and division chair/director Division chair or director submits teaching observation report to faculty member
Third week in March	Division Chair or director submits summative evaluation to faculty member
Third week in April	Division Chair or director meets with faculty member to review evaluation reports
Second week of May	Division Chair or director submits the teaching observation, summative evaluation report and self-evaluation to the Dean and Office of Instruction

Probationary Tenure-Track Faculty

First week in March	Division chair or director submits teaching observation report to faculty member
Third week in April	Division Chair or director meets with faculty member to review evaluation reports
First week of May	Division Chair or director makes a recommendation regarding continued employment to the Dean and Office of Instruction and forwards a copy to the faculty member.
Second week of May	The Division Chair or Director will forward the FET's formative/summative evaluation report and recommendation to the Office of Instruction

Adjunct Faculty and Part-Time Librarians

By the end of the semester	Division chair or director prepares and discusses teaching observation report with the faculty member
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Second week of May

Division Chair or director will forward copies of the teaching observation report to the instructor, the reporting Dean and Office of Instruction.