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2023-2024



**FACULTY
EVALUATION
HANDBOOK**

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The Minnesota State Board of Trustees requires that all employees be evaluated on a regular basis. The objective of faculty evaluation is to identify areas of instruction needing improvement and encouraging excellence in instruction. Faculty evaluation is part of the continual quality improvement process at Minnesota West Community and Technical College.

Faculty and classes are evaluated according to the following procedures.

PROCEDURES

I. Faculty Procedures (Fall surveys on hold due to Survey systems change)

Faculty will work with the appropriate administrator to complete the evaluation cycle.

A. Self Evaluation

Each faculty member will complete a self-evaluation.

- [Minnesota West Community & Technical College Faculty Self Evaluation form](#)
- For those teaching online, complete the [Quality Matters Course Review Rubric](#).

Faculty should complete the evaluation and return the form to the appropriate administrator before their evaluation conference. For the Quality Matter Course Review Rubric, please indicate the course you are reviewing at the top of the form, review each item and indicate by Yes or No whether or not your teaching/course meets the criteria provided, and sign at the bottom.

B. Peer Evaluation (optional)

Faculty are encouraged, but not required, to schedule a peer evaluation. Faculty who elect to have a peer evaluation should schedule a classroom observation by a faculty member of their choice. The observing faculty member would complete a [Peer Classroom Observation Report](#) and discuss the report with the observed faculty member as soon as possible after the observation. It will be the faculty member's prerogative to share or not share the Peer Classroom Observation Report with Administration as part of the total evaluation process.

II. Administrative Procedures

Faculty will be evaluated as follows:

- Probationary faculty will have several classes evaluated each year of the probationary period.
- Unlimited full-time or non-probationary faculty will be evaluated on a three-year rotating schedule.

- Adjunct faculty will be evaluated the first four terms they instruct and thereafter on a three (3) year rotation (academic year).

Evaluations may be done more frequently if it appears there are instructional problems.

A. Student Evaluations

Each semester several classes will be asked to evaluate the quality of instruction. The faculty evaluation is partially composed of questions designed by each faculty directly related to the learning outcomes desired for each class. Student responses will remain anonymous and composite results will not be given to instructors until grades for the semester have been submitted. Student surveys will be conducted and results compiled to provide faculty with feedback.

The process is used for online and on ground classes and should constitute approximately 30% of a faculty member's evaluation.

Student evaluations are conducted using Survey Monkey.

B. Classroom Observation by Administrator

An administrator will make two classroom observations of each probationary faculty member each year of the probationary period. An announced visit will alternate with an unannounced visit. Unlimited full time or non-probationary faculty will be evaluated with one announced visit on a three year rotating schedule. Evaluations may be done more frequently if it appears there are instructional problems. The administrator will complete a classroom observation report for each visit and will share the report with the faculty member as soon after the observation as possible. Classroom observations will be addressed during the semester the observation takes place. The faculty evaluation conference will take place the following semester. A [Classroom Observation Face-to-Face Report](#) or [Classroom Observation Online Report](#) will be completed.

As an alternative to a direct classroom observation, a faculty member may choose to have entire session videotaped. The faculty member will then view the videotape and complete a Self Observation of Videotape Session form. The faculty member will then schedule a time with the appropriate administrator when the videotape will be reviewed and the self-observation form discussed. It is the faculty member's responsibility to notify the appropriate administrator or designee if this option is to be exercised. It is also the faculty member's responsibility to schedule the videotaping.

C. Meeting with Administrator

After finishing the self-evaluation, the faculty member will be scheduled for a meeting with the appropriate administrator or designee to discuss all the evaluation and results. The administrator or designee and the faculty member

will discuss strong points and areas on which the faculty member should focus through a developmental process.

Forms for Specific Disciplines

- [CNA Course Reaction Survey Form](#)
- [Clinical Faculty Evaluation Form](#)
- [Student Evaluation of Clinical Faculty Form](#)
- [EMS Faculty Evaluation Form](#)
- [Librarian Evaluation Form](#)