

PERSONNEL
ADMINISTRATIVE
Faculty Evaluation of the President, Vice
President of Academic Affairs, and
Academic Deans #3106

POLICY

To insure sound administration of the college, Ocean County College promulgates a policy of annual evaluation of the performance of the President, Vice President of Academic Affairs, and Academic Deans by full-time teaching faculty.

ADOPTED: June 17, 1994
Revised: April 22 1996

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PROCEDURE

1. On or before April 1 of each year, Institutional Research (IR) will distribute to all full-time faculty, the evaluation surveys for the President, Vice President of Academic Affairs (VPAA), and Academic Deans.
2. By May 1, faculty will submit the surveys to IR.
3. IR will perform a quantitative analysis for each evaluation line item. When the processing is completed, IR will return the forms, together with a summary analysis, to the President, VPAA, and Academic Deans.
4. By July 1 the President, VPAA, and Deans will schedule conferences to review the survey analyses as follows:
 - The President with the Board of Trustees
 - The VPAA with the President
 - The Deans with the VPAA

A written summary of these meetings may be prepared by each supervisory person/body with suggestions and recommendations, if warranted.

5. When writing the annual evaluation of the President, VPAA, and Academic Deans, the Chair of the Board of Trustees, the President, and the VPAA respectively may include information from this conference report to aid in documenting performance effectiveness.
6. The President, VPAA, and Academic Deans retain all forms and IR summaries.

ADOPTED: June 17, 1994
Revised: April 22, 1996
Revised: November 7, 2005

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[The following is an all-new section replacing evaluation forms attached to #3106.]

Electronic survey forms will be prepared by IR and sent to teaching faculty asking faculty to rate, on a scale from 1-5, each of the positions based on the following criteria:

President

Supports Instructional Innovation
Maintains a Cordial Relationship with Faculty
Is Accessible to Faculty
Supports Teaching/Learning Assessment
Is Responsive to Faculty Concerns
Communicates with Faculty
Is Appropriately Responsive to Contract/College Policies and Procedures
Maintains Positive Relations with Community
Fosters Appropriate Relationships with External Organizations
Maintains Appropriate Media Contacts
Supports Adequate Funding for Academic Departments
Supports Professional Development

Vice President of Academic Affairs

Provides Academic Leadership
Promotes Teaching Excellence
Supports Instructional Innovation
Supports Faculty Professional Development
Supports Teaching/Learning Assessment
Makes Sound Faculty Appointments
Maintains a Cordial Relationship with Faculty
Is Accessible to Faculty
Is Responsive to Faculty Concerns
Open Communications with FAOCC
Is Appropriately Responsive to Contract/College Policies and Procedures
Consults Regularly with Academic Administrators
Maintains Academic Articulation
Coordinates with VP/Student Affairs on Relevant Matters
Develops and Maintains Retention Programs

Academic Dean

Provides Effective Day-to-Day Management of the Academic Department

Supports Curricular Development

Supports Program Innovation

Promotes Assessment of Teaching and Learning

Fosters Faculty Professional Growth

Recognizes Faculty Academic Contributions

Recruits Qualified Faculty

Is Available to Meet with Faculty and Students

Communicates Effectively

Fosters Faculty-Administrative Collaboration

Seeks Faculty Input When Appropriate

Promotes a Positive Departmental Image

Solves Departmental Problems Effectively