

## POLICY

Expectations Conference: An initial expectations conference will be held early in the first semester of full-time employment of non-tenured faculty. At the conference, the supervising Dean/Supervisor and the Vice President of Academic Affairs (or the area Vice President) will inform the non-tenured faculty member of the College's expectations and criteria for sustained, significant, and documented excellence in professional performance relative to contract renewal and recommendations for tenure.

Semi-Annual Evaluation Conferences: The Dean/Supervisor and the Vice President of Academic Affairs (or the area Vice President) will meet with the non-tenured faculty member twice during the academic year to review the faculty member's performance and review the College's performance expectations relative to contract renewal and recommendations for tenure.

### Performance Criteria:

1. Teaching (or in the case of librarians and counselors, non-teaching assignments and evidence of professional effectiveness)
2. Service to students
3. Attendance at campus-wide activities
4. Collegial / civil/ constructive working relationships with support staff, faculty and administrative colleagues, and the Board of Trustees
5. Contribution to the fulfillment of the College mission, including community outreach and involvement
6. Service to the college
7. Service to the department
8. Professional development
9. Research, publication, or other contributions to the teaching profession or the candidate's teaching discipline.

### Suggested Examples of Activities and Evidence relative to Performance Criteria:

1. Teaching (or in the case of librarians and counselors, non-teaching assignments and evidence of professional effectiveness)
  - Student Reaction forms for all courses and sections each semester
  - All Student Reaction Conference Summary forms
  - Dean and Vice President of Academic Affairs class observations
  - Professor's Syllabi
  - Classroom assessment activities
  - Innovative teaching: learning communities, collaborative learning strategies, active learning strategies, instructional technology, and other innovations
  - Design and use of measurable learning outcomes to modify and improve curriculum and student learning
  - Unsolicited letters of support from former students
  - Innovative distance learning teaching strategies

2. Service to Students:

- Faculty advisor training workshops
- Department and college-wide recruitment and retention projects
- Club advising
- Honors program
- Annual Student Leadership Retreat

3. Attendance at college-wide activities:

- Student awards ceremonies
- Athletic events
- Plays and other performances
- Receptions
- Community events on campus
- Participation in college-wide activities

4. Collegial / Civil / Constructive Working Relationships:

- Working collegially, civilly, constructively and harmoniously with all college employees reflecting due respect for the duties and opinions of others, including support staff, faculty and administrative colleagues, and the Board of Trustees
- Letter from the Dean/Supervisor supporting this criteria

5. Contribution to the fulfillment of the College mission, including community outreach and involvement:

- Talks to the community about topics related to the teaching discipline
- Service on county or municipal committees
- Classes for children or senior citizens that relate to the teaching discipline
- Community projects
- Civic recognition
- Participation in civic or community organizations
- Work with government agencies
- Speeches to community groups on or off campus

6. Service to the College:

- Participation in shared governance
- Media interviews related to the teaching discipline or College programs
- Ad hoc committees
- Student recruitment activities
- Special project coordination
- Colloquia planning committees

7. Service to the Department:

- Leadership or extra duties involving student learning outcomes assessment and follow-up activities
- Departmental committees
- Course and program development
- Adjunct faculty mentoring and evaluation
- Development of study abroad courses
- Promoting departmental offerings
- Grants development and implementation
- Special project coordination

8. Professional Development:

- Graduate work related to the teaching discipline, instructional technology, or a second relevant teaching discipline
- Conferences and workshops related to the student activities, teaching discipline, teaching strategies, or instructional technology
- Participation in new faculty orientation workshops
- Maintaining currency in the teaching discipline

9. Research, publication, or other contributions to education, the teaching profession, or the candidate's discipline:

- Juried publications
- Editing of professional journals
- Fine arts performances or exhibitions
- Papers presented at professional conferences or workshops
- Colloquia presentations
- Professional recognition
- Service on state, national, or international professional boards

Adopted: April 23, 2007