

EXHIBIT B



**BOARD OF TRUSTEES
Bylaw, Policy, and Curriculum Committee Agenda Items**

To: Board of Trustees
From: Office of the President
Date: July 14, 2016

The following Bylaw, Policy, and Curriculum Committee item is recommended to the Ocean County College Board of Trustees for approval at its meeting/retreat on **Friday, July 15, 2016:**

1. Recommend revision to Policy #3125, Personnel, Academic Staff and Faculty, General, Full-Time Faculty Evaluation (**Exhibit B-1**)

Ocean County College, Toms River, NJ

PERSONNEL
ACADEMIC STAFF & FACULTY
GENERAL
Full-time Faculty Evaluation #3125

POLICY

It is the policy of the Ocean County College Board of Trustees to evaluate systematically the performance of full-time faculty annually. These evaluation procedures will be divided for the following purposes:

1. Formal Evaluation, **including the Observation of Classroom/Online Instruction:**

Formal evaluation is used for the purpose of making decisions relating to reappointment, tenure, promotion, and other employment-related decisions as defined by the Faculty Association Agreement or College policy. Student evaluation will be used as one component of formal evaluation.

The evaluator* is responsible for the completion and delivery of the written evaluation of a classroom observation in a timely manner.

2. Informal Evaluation:

Informal evaluation is used for the purpose of improvement and enhancement of instruction. It may be self-directed or undertaken as a recommendation by the Dean/Assistant Dean, Provost/Vice President of Academic Affairs, Vice President of Student Affairs (regarding counselors), or President. Informal evaluation is viewed as an integral part of the faculty member's professional development. Student evaluation may be used as one component of informal evaluation.

3. ~~The appropriate administrator is responsible for the completion and delivery of the written evaluation of a classroom observation in a timely manner.~~

This policy will be accomplished in accordance with Procedure #3125.

***Provost/Vice President of Academic Affairs, Dean, Assistant Dean, or Lecturer II**

ADOPTED: January 23, 1989

Revised: April 25, 1994

Revised: January 22, 1996

Revised: April 22, 1996

Revised: February 28, 2000

Revised: November 20, 2000

Revised: January 27, 2003

Revised: May 27, 2003

Revised: July 27, 2009

Revised: July 15, 2016