

POLICY

It is the policy of the Ocean County College Board of Trustees to evaluate systematically the performance of full-time faculty annually. The evaluation 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, 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.

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

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

ADOPTED: January 23, 1989

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Revised: January 22, 1996

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PROCEDURE

All evaluators, including Deans, Assistant Deans, or College Lecturer IIs are responsible for making recommendations for employment related decisions for faculty, as well as for gathering the data on which those recommendations are based. The Vice President of Academic Affairs, as chief academic officer, and the Vice President of Student Affairs for counselors, are responsible for overseeing the process to ensure that all evaluation is done competently, professionally, openly, objectively, and in a uniform and timely manner. The Vice President of Academic Affairs or designee will provide training sessions on evaluation for evaluators.

The procedure to implement the policy of full-time faculty evaluation is composed of eight elements indicated in #1-8 in the following list and by the "x"s in the chart below:

1. Formal evaluation of non-tenured teaching faculty,
2. Formal evaluation of non-tenured counselors and librarians,
3. Formal student evaluation of non-tenured teaching faculty,
4. Informal evaluation of non-tenured teaching faculty,
5. Formal evaluation of tenured teaching faculty,
6. Formal evaluation of tenured counselors and librarians,
7. Formal student evaluation of tenured teaching faculty,
8. Informal evaluation of tenured teaching faculty.

	Formal Evaluation	Formal Student Evaluation	Informal Evaluation
Non-tenured teaching faculty	X	X	X
Non-tenured counselors and librarians	X		
Tenured teaching faculty	X	X	X
Tenured counselors and librarians	X		

The following records of evaluation will be completed and confidentially maintained in the personnel file of each faculty member:

- A. Record of Observation of Classroom Instruction (Form #3125-1) and Record of Observation of Distance Learning Instruction (Form #3125-DL1) completed by the Dean/Assistant Dean, Lecturer II, and/or Vice President of Academic Affairs or designee for all teaching faculty,
- B. Annual Record of Faculty Activity (Form #3125-2) completed by all faculty members,
- C. Annual Tenured Faculty Formal Evaluation Conference Summary (Form #3125-3) and Semi-Annual Non-Tenured Faculty Formal Evaluation (Form #3125-3.1) completed by the Dean/Assistant Dean for all teaching faculty,
- D. Counselor Performance Evaluation Conference Summary (Form #3125-4) completed by the Director of Academic Planning for all counselors,
- E. Librarian Performance Evaluation Summary (Form #3125-5) completed by the Dean of Library and Learning Resources for all librarians,

- F. Student Opinion of Instruction Conference Summary (Form #3125-6) completed by the Dean/Assistant Dean for all teaching faculty, in accordance with the procedures set forth below,
- G. Student Opinion of Instruction (form #3125.7) completed by students,
- H. Other pertinent data submitted at the faculty member's request,
- I. Other documentation deemed appropriate by the Dean/Assistant Dean.

Conference Requirements: Following the completion of A, C, D, E, or F above, the evaluator will schedule a conference with the faculty member for the purpose of explaining and answering questions regarding the findings specified in the evaluation. The faculty member will have the right to complete the comment section of the evaluation or attach a rebuttal statement to the evaluation. The evaluator and the faculty member will sign and date the evaluation form for the sole purpose of verifying that the evaluation conference was held. In the event the faculty member chooses not to sign the form, the form will be filed in the appropriate personnel file with an indication that the faculty member refused to sign.

The schedules below for full-time faculty evaluation will apply independently to each teaching modality.

SCHEDULE FOR FORMAL EVALUATION OF NON-TENURED FACULTY

All non-tenured faculty will be evaluated semi-annually. Formal evaluation will include, at a minimum, the following components:

Year One:

Responsible Person	Evaluation Form	Time Frame
Vice President of Academic Affairs or designee	Following class observation, Record of Observation of Classroom Instruction (#3125-1)	One class during the second semester of employment. (Faculty hired during a spring semester will be evaluated during the following fall semester of the second year.)
Dean/Assistant Dean/College Lecturer II*	Following class observation, - Record of Observation of Classroom Instruction (#3125-1) - Record of Observation of DL Instruction (#3125-DL1)	Fall Semester and Spring Semester
Dean/Assistant Dean/College Lecturer II	Semi-Annual Non-Tenured Faculty Formal Evaluation (#3125-3.1)	Fall Semester and Spring Semester
Students	Student Opinion of Instruction (#3125-7)	All students in all classes, Fall Semester and Spring Semester
Dean/Assistant Dean	Student Opinion of Instruction Conference Summary (#3125-6)	Fall Semester and Spring Semester
Vice President of Student Affairs	Counselor Performance Evaluation (#3125-4)	Fall Semester and Spring Semester

Dean of Library and Learning Resources	• Librarian Performance Evaluation (#3125-5)	Fall Semester and Spring Semester
Faculty Members	• Annual Record of Faculty Activities (#3125-2)	Spring Semester

Year Two:

Responsible Person	Evaluation Form	Time Frame
Dean/Assistant Dean/College Lecturer II*	Following class observation, • Record of Observation of Classroom Instruction (#3125-1) • Record of Observation of DL Instruction (#3125-DL1)	Fall Semester and Spring Semester
Dean/Assistant Dean/College Lecturer II	• Semi-Annual Non-Tenured Faculty Formal Evaluation (#3125-3.1)	Fall Semester and Spring Semester
Students	• Student Opinion of Instruction (#3125-7)	All students in all classes, Fall Semester and Spring Semester
Dean/Assistant Dean	• Student Opinion of Instruction Conference Summary (#3125-6)	Fall Semester and Spring Semester
Vice President of Student Affairs	• Counselor Performance Evaluation (#3125-4)	Fall Semester and Spring Semester
Dean of Library and Learning Resources	• Librarian Performance Evaluation (#3125-5)	Fall Semester and Spring Semester
Faculty Members	• Annual Record of Faculty Activities (#3125-2)	Spring Semester

Year Three:

Responsible Person	Evaluation Form	Time Frame
Vice President of Academic Affairs or designee	Following class observation, • Record of Observation of Classroom Instruction (#3125-1)	One class during the fifth semester of employment.
Dean/Assistant Dean/College Lecturer II*	Following class observation, • Record of Observation of Classroom Instruction (#3125-1) • Record of Observation of DL Instruction (#3125-DL1)	Fall Semester and Spring Semester
Dean/Assistant Dean/College Lecturer II	• Semi-Annual Non-Tenured Faculty Formal Evaluation (#3125-3.1)	Fall Semester and Spring Semester
Students	• Student Opinion of Instruction (#3125-7)	All students in all classes, Fall Semester and Spring

		Semester
Dean/Assistant Dean	•Student Opinion of Instruction Conference Summary (#3125-6)	Fall Semester and Spring Semester
Vice President of Student Affairs	•Counselor Performance Evaluation (#3125-4)	Fall Semester and Spring Semester
Dean of Library and Learning Resources	•Librarian Performance Evaluation (#3125-5)	Fall Semester and Spring Semester
Faculty Members	•Annual Record of Faculty Activities (#3125-2)	Spring Semester
Dean/Assistant Dean/College Lecturer II*	Following class observation, •Record of Observation of Classroom Instruction (#3125-1) •Record of Observation of DL Instruction (#3125-DL1)	Fall Semester and Spring Semester
Dean/Assistant Dean/College Lecturer II	•Semi-Annual Non-Tenured Faculty Formal Evaluation (#3125-3.1)	Fall Semester and Spring Semester
Students	•Student Opinion of Instruction (#3125-7)	All students in all classes, Fall Semester and Spring Semester
Dean/Assistant Dean	•Student Opinion of Instruction Conference Summary (#3125-6)	Fall Semester and Spring Semester
Vice President of Student Affairs	•Counselor Performance Evaluation (#3125-4)	Fall Semester and Spring Semester
Dean of Library and Learning Resources	•Librarian Performance Evaluation (#3125-5)	Fall Semester and Spring Semester
Faculty Members	•Annual Record of Faculty Activities (#3125-2)	Spring Semester

Year Four:

Responsible Person	Evaluation Form	Time Frame
Dean/Assistant Dean/College Lecturer II*	Following class observation, •Record of Observation of Classroom Instruction (#3125-1) •Record of Observation of DL Instruction (#3125-DL1)	Fall Semester and Spring Semester
Dean/Assistant Dean/College Lecturer II	•Semi-Annual Non-Tenured Faculty Formal Evaluation (#3125-3.1)	Fall Semester and Spring Semester
Students	•Student Opinion of Instruction (#3125-7)	All students in all classes, Fall Semester and Spring Semester

Dean/Assistant Dean	• Student Opinion of Instruction Conference Summary (#3125-6)	Fall Semester and Spring Semester
Vice President of Student Affairs	• Counselor Performance Evaluation (#3125-4)	Fall Semester and Spring Semester
Dean of Library and Learning Resources	• Librarian Performance Evaluation (#3125-5)	Fall Semester and Spring Semester
Faculty Members	• Annual Record of Faculty Activities (#3125-2)	Spring Semester

Year Five:

Responsible Person	Evaluation Form	Time Frame
Vice President of Academic Affairs or designee	Following class observation, • Record of Observation of Classroom Instruction (#3125-1)	One class during the Fall Semester
Dean/Assistant Dean/College Lecturer II*	Following class observation, • Record of Observation of Classroom Instruction (#3125-1) • Record of Observation of DL Instruction (#3125-DL1)	September/October of the Fall Semester
Dean/Assistant Dean/College Lecturer II	• Semi-Annual Non-Tenured Faculty Formal Evaluation (#3125-3.1)	Fall Semester and Spring Semester
Dean/Assistant Dean	• Semi-Annual Non-Tenured Faculty Formal Evaluation (#3125-3.1)	Fall Semester and Spring Semester This evaluation will include a recommendation regarding tenure reappointment and will be submitted in time for consideration at the November Board of Trustees meeting.
Vice President of Student Affairs	• Counselor Performance Evaluation (#3125-4)	Fall Semester
Dean of Library and Learning Resources	• Librarian Performance Evaluation (#3125-5)	Fall Semester
Faculty Members	• Annual Record of Faculty Activities (#3125-2)	Spring Semester

*College Lecturer IIs assigned to perform classroom observations in accordance with this policy must meet the following qualification:

- A minimum of seven (7) years of higher education teaching experience.

INFORMAL EVALUATION OF NON-TENURED FACULTY

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, Vice President of Academic Affairs, Vice President of Student Affairs (regarding counselors), or the President. Informal evaluation is viewed as an integral part of the faculty member's professional development. Information gathered in the informal evaluation process will not be used for formal evaluation purposes without the approval of the faculty member. Suggested components of the informal evaluation process may include, but will not be limited to, the following:

- A. Mutual critique of class visitations by the Dean/Assistant Dean, Vice President of Academic Affairs, or peer(s),
- B. Peer consultation and/or observation of peer(s),
- C. Mutual critique of lecture techniques via video taping,
- D. Laboratory utilization training
- E. Library resource utilization training,
- F. Assessment activities and training,
- G. Test construction and development,
- H. Course evaluation and syllabus revision,
- I. Media and/or computer utilization training,
- J. Content training (including formal coursework),
- K. Student evaluation of faculty,
- L. Other pertinent professional development methods chosen by faculty,
- M. Other documentation deemed appropriate by the Dean/Assistant Dean.

FORMAL EVALUATION OF TENURED FACULTY

All tenured faculty will be evaluated annually.

SCHEDULE FOR FORMAL EVALUATION OF TENURED FACULTY

Formal evaluation of tenured faculty will include, at a minimum, the following components:

Responsible Person	Evaluation Form	Time Frame
Dean/Assistant Dean/College Lecturer II*	Following class observation, • Record of Observation of Classroom Instruction (#3125-1) • Record of Observation of DL Instruction (#3125-DL1)	One class observation during each academic year
Dean/Assistant		Once at the end of every

Dean	•Annual Tenured Faculty Formal Evaluation (#3125-3.1)	academic year
Students	•Student Opinion of Instruction (#3125-7)	All students in all classes, Fall Semester and Spring Semester
Dean/Assistant Dean	•Student Opinion of Instruction Conference Summary (#3125-6)	Fall Semester and Spring Semester
Vice President of Student Affairs	•Counselor Performance Evaluation (#3125-4)	Once a year
Dean of Library and Learning Resources	•Librarian Performance Evaluation (#3125-5)	Once a year
Faculty Members	•Annual Record of Faculty Activities (#3125-2)	Spring Semester

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- A minimum of seven (7) years of higher education teaching experience.

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1. Mutual critique of class visitations by the Dean/Assistant Dean, Vice President of Academic Affairs, or peer(s),
2. Peer consultation and/or observation of peer(s),
3. Mutual critique of lecture techniques via video taping,
4. Laboratory utilization training
5. Library resource utilization training,
6. Assessment activities and training,
7. Test construction and development,
8. Course evaluation and syllabus revision,
9. Media and/or computer utilization training,
10. Content training (including formal coursework),
11. Student evaluation of faculty,

12. Other pertinent professional development methods chosen by faculty.

Student Opinion of Instruction Conference Summary

Every fall and spring semester, the College will conduct Student Opinion of Instruction in all face-to-face and online course sections using the Student Opinion of Instruction Form (#3125-7). In the instructions provided, students will be assured that (a) their responses are anonymous, (b) their responses cannot be tracked, and (c) instructors will not receive reports of survey data until approximately two weeks after grades have been submitted.

1. The Dean/Assistant Dean will use the evaluation results to complete the Student Evaluation of Faculty Conference Summary (#3125-6). They will schedule a conference with each faculty member to review the results. The faculty member will have an opportunity to review the Conference Summary at least three days prior to the conference, which must take place no later than the fourth week of the subsequent semester.

Both the faculty member and the Dean/Assistant Dean sign the Conference Summary. The faculty member has the right to attach a written response.

2. Faculty will have access to the Student Opinion of Instruction Forms and the section summary reports through the current course evaluation software.
3. The student evaluation forms have two primary purposes: (1) to improve instruction, and (2) to be used as one component of employment-related decisions.
4. Deans/Assistant Deans will use the Student Opinion of Instruction forms and Conference Summaries as part of the faculty member's overall evaluation each semester.
5. Faculty members are responsible for maintaining copies of their evaluation results and for determining the content of their promotion application file. It is expected that faculty members will include information from the student evaluations to aid in documenting the criteria regarding quality of instruction. The Dean/Assistant Dean (in their recommendation) is expected to reference the student evaluations.

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