

## Evaluation of Performance

Roosevelt University	Elgin Community College	NEIU	City Colleges	Columbia College
<p><b>Article 4</b> <b>I. Remediation for Unsatisfactory Teaching Performance</b> If a College of Roosevelt University seeks not to reemploy on a permanent basis an adjunct faculty member whose teaching performance has been determined to be unsatisfactory, and if that adjunct faculty member has taught at least three hours in five of the last ten (10) terms (exclusive of Summer) in that College, he/she shall be given the opportunity to remediate his or her teaching performance. The rating of "unsatisfactory" shall be determined by Roosevelt University, in its sole discretion after at least three observations. Each observation shall also include a written report of the adjunct faculty member's teaching performance which shall be given to the adjunct faculty member after the observation. These observations shall have occurred during the term in which the notification of remediation was issued and/or during the two terms (excluding summer) prior to such term. The supervisor may also use other factors such as student evaluation ratings, any previously adopted evaluation system, minimum teaching standards as recognized by the standards of the discipline in which the adjunct faculty member teaches, and other factors deemed appropriate by the University.</p> <p><b>K. Student Complaints</b> Any student complaint against a faculty member deemed by Roosevelt to raise the possibility of disciplinary action against the faculty member shall be brought to the attention of the faculty member. The</p>	<p><b>8.6 Evaluation.</b> Unit adjunct faculty I who attain unit adjunct faculty II status shall be evaluated no later than three (3) years from their last evaluation and on a triennial basis thereafter. If the faculty member teaches in multiple modalities, the Dean may choose the modality to be evaluated; the faculty member will choose the course. If formally evaluated more frequently, the unit member's dean/supervisor shall discuss the reasons with the unit member and Association representative (at the unit member's option) prior to such formal evaluation.</p> <p>A. Unit Adjunct Faculty II members shall facilitate submission of student evaluations to the Office of Institutional Research (IR) for all classes every semester. Aggregate data reports shall only include identifiers down to the course level. Data on courses taught by just one faculty member shall not include individual course identifiers but rather shall be reported in a single aggregate category by division.</p> <p>C. student evaluations may be used for the purpose of improvement of instruction, and may be compiled in the aggregate to meet accreditation and other assessment of learning accountability measures. no punitive action may be taken against faculty based upon student evaluations.</p> <p>D. each year the faculty member will submit a self-assessment, including a professional growth plan, to the dean/supervisor. the forms, procedure and deadlines for this</p>	<p><b>25.02 Evaluation Schedule for Teaching Professionals and Resource professionals who are members of the Bargaining Unit</b> In each academic year, the Provost/Vice President for Academic Affairs shall prepare a schedule of evaluation for retention, promotion, or tenure. The schedule shall be posted electronically no later than October 15.</p> <p><b>25.03 Evaluation Criteria and Their Application</b></p> <p><b>A. Evaluation Criteria</b></p> <p><b>1. Areas of Evaluation</b> The degree of effectiveness of performance of each Employee being considered for retention, promotion, or tenure will be evaluated in the areas of teaching/performance of primary duties, research/creative activity, and service. Teaching/performance of primary duties will be considered the most important of the three areas of evaluation.</p> <p><b>2. Performance Standards</b></p> <p>a. The performance standards listed below will be used to reach judgments about the degree of effectiveness of an Employee's performance. In retention and promotion evaluations, the performance standards will be used to judge an Employee's performance during the entire evaluation period. The evaluation period for retention shall be the period since the beginning of the Employee's last evaluation for retention, with the exception that Employees in their second year of employment in the Bargaining Unit shall have their entire period of employment evaluated. In tenure evaluations, the performance standards will be used to judge whether an Employee's performance has reached the required degree of effectiveness by the end of the evaluation period.</p> <p><b>32.02 Evaluation schedule for Instructors, Academic Support Professionals, and Academic Resource Professionals</b> In each academic year, the Provost/Vice President for Academic Affairs shall prepare an evaluation schedule.</p>	<p><b>VIII. JOB SECURITY</b></p> <p><b>B. Part-time Faculty Evaluations.</b> The Board and the Union shall form a committee consisting of eight (8) members, which shall include four (4) representatives designated by the Union and four representatives designated by the Board, at least two of whom shall be evaluators and two (2) shall be administrators to study and make recommendations shall include:</p> <ol style="list-style-type: none"> <li>1. recommended frequency of evaluation of part-time faculty members;</li> <li>2. a recommended evaluation instrument, including the elements of the evaluation;</li> <li>3. a recommended post-evaluation process; and</li> <li>4. a recommended evaluation instrument by which students will evaluate the performance of part-time faculty.</li> </ol> <p>The committee's recommendations shall be approved, approved with modifications or disapproved by the Chancellor. The committee shall begin and complete its work during the academic semester immediately following the ratification of this agreement by all parties.</p>	<p><b>Article IV</b></p> <p><b>9. Evaluation</b></p> <p>A. Evaluation of adjunct teachers may include: in-class observations of teaching performance, review of teaching materials, student assessments of teaching, peer evaluations, and other relevant information that provides evidence of teaching effectiveness. The College utilizes an Evaluation Policy (Appendix IV) to conduct evaluations.</p> <p><b>Appendix IV</b></p> <p><b>3. What is evaluated in part-time faculty teaching?</b></p> <p>Part-time faculty teaching is evaluated on: 1) compliance with the workload requirements of Article VIII, Section 1 of the 2013-2017 P-fac contract; and 2) performance against College-wide criteria and discipline specific standards for good teaching. Chairpersons may add department-specific criteria. College and department criteria focus on best teaching practices and student learning outcomes.</p> <p><b>4. How is part-time faculty</b></p>

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<p>faculty member shall also be given an opportunity to respond to such complaint prior to any disciplinary action being imposed.</p>	<p>evaluation are specified in the Faculty Evaluation Hand- book.</p> <p><b>10.5 Evaluation.</b>  Unit adjunct faculty I who have taught six (6) semesters or more shall be evaluated every two (2) years. Unit adjunct faculty I who have taught two (2) to five (5) semesters shall be evaluated annually  At the dean’s discretion or upon recommendation of the evaluator(s), one additional evaluation may be performed annually by the dean or designee. Prior to an additional evaluation, the dean will discuss the reasons with the unit adjunct faculty I member and an Association representative (at the unit adjunct faculty I member’s option). At the dean’s discretion, unit adjunct faculty I may be evaluated for each new course delivered...  The evaluation procedure for unit adjunct faculty I shall include a classroom visitation with pre- and post-conferences and student evaluation of instruction. student evaluations of instruction shall be completed for all sections taught. All evaluative materials shall be given to the dean. Each year the unit adjunct faculty I member will submit a self-assessment...</p>	<p>The schedule shall be posted electronically no later than October 15. An Employee who has submitted a resignation or has received a terminal contract shall not be evaluated.</p> <p><b>32.04 Evaluation Procedures for Instructors</b>  Unique evaluation process for instructors  Following a review of the materials (including two classroom observations and student evaluations), the Department Personnel Committee and the Department Chair shall each write an evaluation...which states whether the Employee’s teaching/primary duty has been unsatisfactory or satisfactory with reference to the performance standards...</p> <p><b>32.05 Evaluation Procedures for Academic Support Professionals</b>  C. Each Academic Support Professional shall receive an annual written evaluation from the primary Supervisor in accordance with the approved job description, description of materials and methods to be used in evaluating the Academic Support Professional’s performance and annual work plan. The evaluation ratings shall be “highly effective,” “satisfactory” and “unsatisfactory.”</p> <p><b>32.06 Evaluation Procedures for Academic Resource Professionals</b>  C.  1. Following a review of the materials, the Department Personnel Committee and Department Chair shall write an evaluation of the Employee’s assigned duties and shall forward the evaluations to the Employee, the Dean, and the Employee’s personnel file. The evaluations shall state whether the Employee’s degree of effectiveness in assigned activity has been unsatisfactory or satisfactory with reference to the performance standards specified in the appropriate Academic Resource Professional Application of Criteria.</p>		<p><b>teaching evaluated?</b>  Chairpersons evaluate performance against the criteria for good teaching by analyzing patterns of evidence from the approved information sources listed below. Evaluators use at least three (3) of these information sources for both the initial evaluation of part-time faculty (i.e., during the first or second semester of teaching) and the second evaluation (i.e., between 36 - 42 credits of teaching). Evaluators use at least two of the approved sources of information (e.g. student self-assessment) for subsequent evaluations conducted after fifty-one (51) credits of teaching have been accumulated. A classroom observation must be used as one of the sources of information, except for faculty who teach online and/or hybrid courses.</p>

## Evaluation of Performance (Cont'd)

American University	Georgetown University	George Washington University	Tufts University
<p><b>Section 7.2 - Student Feedback.</b> Student Evaluations of Teaching (SETs) will be conducted in accordance with American University policy. SETs reports will be made available to an employee at the end of the semester once all grades have been submitted. Employees shall cooperate with the appropriate academic administrators to facilitate the student evaluation process.</p> <p><b>Section 7.4- Timing of Evaluations.</b> Employees will be formally evaluated at least once every three (3) academic years. Employees who receive a negative evaluation may request and receive an interim evaluation to establish that performance concerns have been addressed.</p> <p><b>Section 7.5- Employee Participation.</b> An employee may submit additional questions for the Department or Program to consider adding to the employee's student evaluations, in order to address issues that are specific to the Department, Program, or course. An employee may submit additional materials regarding the employee's professional, artistic, or scholarly credentials that the employee desires to have considered as a part of the evaluation process. An employee may submit a written response to student evaluations, and any such response will be considered in the evaluation process.</p> <p><b>Section 7.6- Classroom Observation.</b></p> <p>(A) <b>Observation Requested by Employee.</b> An employee entitled to good faith consideration under Article 6 of this Agreement may request a classroom observation and evaluation of the employee's classroom performance once every six (6) semesters of teaching. Any such request shall be made no later than the second week of classes. The classroom observation will occur at any time within a two (2) week window of time agreed to</p>	<p><b>Article 5</b></p> <p><b>(B)</b> - Adjunct faculty members shall cooperate with the appropriate academic administrators to facilitate the student evaluation process. Student evaluations will be made available to the adjunct following the end of the semester, once all grades are submitted for the course.</p> <p><b>(C)</b> - Following the receipt of the student evaluations each semester, an adjunct faculty member may submit a request for feedback from the School, department, or program concerning their student evaluations. The adjunct faculty member may submit such a request, in writing, within thirty (30) days after receiving the student evaluations. The adjunct faculty member should submit, along with the request, a response to the student evaluations.</p> <p><b>(D)</b> - An adjunct faculty member may request a classroom observation and evaluation of the adjunct faculty member's classroom performance within three (3) calendar years from the date of initial appointment, but not sooner than the second year of appointment, and then once every three (3) calendar years thereafter.</p> <p><b>(E)</b> – University may observe performance at any time. An adjunct ordinarily will have advance notice but may not if, in the University's judgment, circumstances do not warrant it.</p> <p><b>(F)</b> - If a student raises a concern regarding an adjunct faculty member's performance, the University will promptly notify the adjunct faculty member of the concern if the University, in its reasonable judgment, considers it to be a serious concern at the time it is raised. The purpose of this</p>	<p><b>Article VIII</b></p> <p><b>(B)</b> - Student evaluations will be conducted for each course, except independent study or dissertation or similar course, in accordance with University policy. Available to Faculty member once grades are submitted. Faculty members shall cooperate with the appropriate academic administrators to facilitate the student evaluation process. Faculty members shall have the right to submit additional questions for the Department or Program to consider adding to student evaluations, in order to address issues that are specific to the Department, Program, or course.</p> <p><b>(C)</b> - All Faculty members shall be evaluated at least once every two (2) academic years of appointment based on a review of student evaluations in the course(s) taught by the Faculty member. In reviewing the student evaluations, the Dean/Department Chair/Program Director, or designee (hereinafter referred to as the Evaluator) may consider the following factors: treatment of course description and syllabus, demonstration of effective teaching methods, adherence to academic and professional standards, and encouragement of the spirit of inquiry among students. The Faculty member may, if he/she chooses, submit a written reflection on the student evaluations. The Evaluator will discuss the evaluation with the Faculty member, upon request of the Faculty member or the Evaluator.</p> <p><b>(D)</b> - ...Additional evaluations shall be based on student evaluations and feedback, one or more classroom observations, a review of the syllabus and course materials, and an optional Faculty self-assessment in a form to be mutually agreed upon by the University and the Union. (1) A regular part-time Faculty member will receive this additional evaluation once every three (3) academic years of appointment. (2) A part-time Faculty member who is compensated by the course may request this additional evaluation once every six (6) semesters of appointment. (3) Classroom observation(s) undertaken for purposes of this evaluation may occur at any time</p>	<p><b>Article 12</b></p> <p><b>Section 1 - Regular Annual Review.</b> The Department Chair, Program Director, Language Coordinator or designee has overall responsibility for the regular annual evaluation of faculty members. This may include, but not be limited to, the following:</p> <p><b>a.</b> Reviewing all student evaluations, syllabi and applicable course materials, examining assessment methods, and observing teaching to evaluate teaching effectiveness...</p> <p><b>b. Student Evaluations:</b> Every faculty member shall be evaluated by students in each class each semester, using University-approved course evaluation processes and forms... At the end of each semester, the Chair, Director, Coordinator or designee will review the course evaluations and shall provide feedback to the faculty if there is evidence of unsatisfactory teaching performance.</p> <p><b>C.</b> In order to assess teaching effectiveness, the Chair, Director, Coordinator or designee may also visit the classes of any faculty member under his/her supervision at any time and as he/she deems appropriate... The date and time of the classroom observation shall be decided in advance by mutual agreement between the Chair, Director or Coordinator and the faculty member...</p> <p><b>Section 2 - Formal Reappointment Comprehensive Review.</b> In the spring semester of the faculty member's 4th, 6th and 8th year and in the spring semester of the last year of any multiyear appointment, the faculty member shall undergo a comprehensive evaluation that will aid in determining whether or not to reappoint the faculty member to a multiyear appointment.</p>

<p>by Management and the employee. The observation will be conducted during a period when instruction is taking place, and of sufficient duration for the evaluator to observe the employee's performance, teaching skill and methodology. An employee will receive feedback from the observation in writing within a reasonable period of time after the observation occurs. An employee may request a meeting with the evaluator to discuss the written feedback.</p> <p><b>(B) Other Observation.</b> Management may observe teaching performance at any time. An employee ordinarily shall have advance notice of such action but may not if, in Management's judgment, circumstances do not warrant it.</p> <p><b>Section 7.7 - Evaluation Materials.</b> An employee will receive a copy of his or her evaluation within a reasonable period of time after all criteria for the evaluation have been met...</p> <p><b>Section 7.8 - Negative Evaluation of Performance.</b> If an employee entitled to good faith consideration under Article 6 of this Agreement receives a negative evaluation that results in the denial of assignment(s), Management will provide the employee with a description of the conditions under which the employee may be considered for assignments in the future.</p>	<p>paragraph is to provide the adjunct faculty member with notice of an alleged performance issue that is capable of being corrected during the remainder of the course, while appropriately respecting student confidentiality and protecting the student(s) from retaliation.</p>	<p>within a two (2) week window of time, which shall be designated in advance by the Evaluator after consultation with the Faculty member. (4) The Evaluator will prepare a written evaluation report within a reasonable period of time after the student evaluations are made available to the Evaluator. Upon request of the Faculty member or the Evaluator, the Evaluator will meet with the Faculty member in a timely manner to discuss it. A Faculty member may submit a written response to the evaluation within three (3) weeks of the Faculty member's receipt of the evaluation. The Evaluator shall review the response and decide whether to maintain the original evaluation, modify the evaluation, or require a new evaluation. In any event, the Faculty member's written response shall be maintained as part of the evaluation materials.</p> <p><b>(E)</b> - University may observe teaching performance at any time. The Faculty member ordinarily shall have advance notice of such action but may not if, in the University's good faith judgment, circumstances do not warrant it.</p> <p><b>(F)</b> - The University will promptly notify Faculty members of any concern regarding poor performance.</p>	
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