

Appendix J: Faculty Success Program

1. Professional Enrichment and Evaluation

Professional enrichment activities and Faculty evaluation are two major areas of focus in the Faculty Success Program. The primary purposes of enrichment and evaluation are to strengthen the Faculty member's teaching and complementary educational service in order to enhance student success. The College shall provide on-going support for the growth and success of Faculty. (Article IV B.)

2. Components of the Faculty Evaluation Program

a. Annual Collegial Conference

Every Faculty member will meet each year with his/her Supervising Administrator to:

- i) review the challenges and accomplishments of the preceding 12 months
- ii) review student feedback
- iii) develop a plan for the coming year
- iv) collaborate on professional enrichment goals

The Faculty member and Supervising Administrator will mutually agree upon a time for the collegial conference. Collegial conferences are held during spring semester. The meeting should be scheduled at least three weeks in advance to allow the Faculty member time to prepare a self-evaluation.

The Faculty member should provide the self-evaluation to the Supervising Administrator at least one week prior to the scheduled conference.

b. Student Evaluations

Instructional Faculty will be evaluated by students in two classes each fall semester. Educational Support Faculty who teach in the fall semester will be evaluated in one class. The classes used for evaluation will be selected during the fall semester. All class evaluations will use the same form. Educational Support Faculty will be evaluated by students via client survey forms in the fall semester. All Educational Support Faculty will use the same client survey form.

Student feedback employs a process that protects the anonymity of the student while providing valuable information to the Faculty member regarding student satisfaction. The Supervising Administrators are responsible for reviewing feedback with the Faculty member during the Annual Collegial Conference. Specific feedback scores and documents are not retained in the Faculty member's personnel file.

c. New Faculty

Every newly hired Faculty member will meet with his/her Supervising Administrator during the Faculty Learning Academy to set goals and discuss expectations. A Faculty member who is hired after the Faculty Learning Academy is completed will meet with his/her Supervising Administrator during the first sixty days of accountability to set goals and discuss expectations.

d. Peer Review (Optional)

A Faculty member may select a peer to review course materials and syllabus and/or for classroom visitation or video review. Peer Review is a confidential process between the Faculty member and the peer reviewer. A peer review form may be completed to verify that this process was completed.

e. Self-Evaluation

Faculty members will complete a self-evaluation form prior to the Annual Collegial Conference and will submit this form to the Supervising Dean one week prior to the conference.

3. Professional Accountability

If a need for improvement is indicated, the College shall provide support for the improvement of individual Faculty performance. A Performance Improvement Plan will be mutually developed by the Faculty member and the Supervising Administrator using the Corrective Action Procedure described in the *Personnel Policy Statement for College Employees*. **The Annual Collegial Conference is not designed for development of a Performance Improvement Plan.**

The plan shall be sensitive to the available accumulation in the individual Faculty member's Professional Enrichment Fund. Should the Fund be insufficient to cover the cost of the Plan, the Supervising Administrator will work with the Faculty member to identify alternative sources and programs for improvement and/or alternative sources of funds for the Performance Improvement Plan.

A Faculty member may request the Faculty Resource Center(s) or similar campus resources and Supervising Administrator to assist in the development of additional instruments or procedures which may be used to evaluate the instructional process, classroom effectiveness, or other areas needing improvement.

4. Faculty Annual Collegial Conference and Evaluation Form

The forms used annually in the collegial conference are enterable and may be accessed at: <http://www.pima.edu/profdev/opdforms.shtml>.

5. Review Process

A process will be created to review the Faculty Success Program. The review process will include Administration and Faculty. Faculty representation will include both PCCEA and Faculty Senate members. Subsequent recommendations, if any, will be forwarded to Faculty Senate or to the Faculty meet-and-confer process as appropriate.