Appendix Q: Task Force to Examine Faculty Performance Evaluation and Step Progression

The goals of the Task Force have been met and a Working Group was formed to continuously improve the process.

During the 2015/2016 Meet and Confer session, the PCCEA and the Management Teams agreed to convene a Task Force to review and potentially improve Faculty performance evaluation and step progression systems. The goals of the task force are to:

- identify necessary components of a performance evaluation system for full-time Faculty,
- review the current Faculty Annual Collegial Conference and suspended Step Progression System and recommend, as necessary, modifications to these existing processes, or develop new processes that would include the necessary components, and
- recommend methods that will allow full-time Faculty to move vertically on the existing salary schedule.

**Charge:**

1. Identify the needs & interests of all parties.
2. Identify the job duties listed in the body of the FPPS and supporting Appendices that should be components of a performance evaluation system.
3. Review current policies, practices, and tools at the College and those used by peer institutions.
4. Modify or replace the existing Annual Collegial Conference and/or Step Progression System to create a Performance Evaluation system that includes mechanisms to objectively identify job duties the Faculty member is successfully completing vs. those where improvement is needed. Integrate the soon to be completed online student evaluation tool and robust student learning outcome activities and reporting into the proposed Performance Evaluation System.
5. Present the proposed Performance Evaluation System to the Chancellor’s Cabinet by August 2015. Present recommended pilot method(s) for vertical movement on the Faculty Salary Schedule as soon as possible.
6. Present the proposed pilot Performance Evaluation System to Faculty and Administration no later than August 31, 2015 and recommended pilot methods for vertical movement on the Faculty Salary Schedule as soon as possible.
7. Pilot the proposed Performance Evaluation System for all full-time Faculty in 2015-2016.
8. Determine how Performance Evaluation results can be stored in a database so that aggregate evaluations of Faculty can be made.
9. Survey all constituents in spring 2016 and use these data to revise the process(es), as necessary.
10. Present final Faculty Performance Evaluation System and mechanisms for vertical movement on the salary schedule recommendations to the Chancellor and Board for review and permanent implementation.

**Task Force Membership, Composition, and Meeting Schedule:**

1. PCCEA will appoint seven Faculty members that represent diverse Faculty interests, consisting of both PCCEA members and non-members. The Faculty will elect their co-chair. HR will determine the source of payment for off contract Faculty work.
2. The Chancellor or designee will appoint five to seven Administrators to serve on the Task Force. The Vice Chancellor for Human Resources will appoint a representative from Human Resources. The Provost will appoint a representative from the Provost’s Office to address Student Evaluations. The Chancellor or designee will appoint the administrative co-chair.

3. A Faculty and Administrative Task Force member may ask a colleague to serve in his/her stead if the member cannot be present at one or more meetings.

4. Ad-hoc members (e.g., from PIR for discussion regarding the creation of a database or other tool) will join the group as necessary.

5. Administration will provide staff support.

6. The Task Force will convene in May 2015 and will determine a meeting schedule at the first meeting.

NOTE: During the interim period, affected policies are suspended and replaced by interim process.
Interim Personnel Procedures

The College is reviewing and revising parts of the *Faculty Personnel Policy Statement*. As a result, interim personnel procedures are being created jointly by administration and faculty representative group leadership. The interim personnel procedures are available online at [https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/index.html](https://www.pima.edu/administrative-services/human-resources/personnel-policy-statements/index.html). Official policy revisions are anticipated to be completed for Meet and Confer 2017. If you have any questions or concerns regarding the interim personnel procedures or the revisions below, please contact your Supervising Administrator and/or the Faculty representative group, PCCEA ([PCCEAE@pima.edu](mailto:PCCEAE@pima.edu)).

- Academic Director
- Coordinator of Advising and Counseling
- Department Chair Structure
- Department Head for PimaOnline
- Director of Library
- Faculty Evaluation and Success
- Step Progression Plan
- Task Force to Review Horizontal Movement on the Faculty Salary Schedule
- Task Force to Review Loading for Internship Courses

(New language)
Appendix F
Appendix D
Appendix E
Appendix J
Appendix N
Appendix P
Appendix Q