

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 5040

**TITLE:** EVALUATION OF FULL-TIME AND ADJUNCT FACULTY

**BASED ON POLICY:** 5.04 PERFORMANCE REVIEW

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC  
AFFAIRS AND STUDENT  
SERVICES/DIRECTOR, HUMAN  
RESOURCES

---

I. Purpose:

To provide a process for regularly scheduled evaluations of faculty

II. Procedure:

A. General procedures for conducting evaluations of full-time faculty

1. Full-time faculty shall be defined as credentialed faculty, employed on an annual, continuing, or grant-based contract, who are classified as instructors/professors, counselors, or librarians.
2. Each faculty, as defined above, regardless of funding sources, shall receive an annual evaluation by the instructional supervisor (department chair, program manager, program director/coordinator) or dean.
3. Members of the instructional faculty shall be evaluated using the Instructional Faculty Performance Evaluation instrument and procedures (see II.A.7.b.1.). Counselors and librarians shall be evaluated using the Evaluation of Non-Instructional Faculty instrument and procedures (see II.A.7.b.2.).
4. Faculty serving as department chairs or program managers, in addition to their annual faculty evaluation, shall be evaluated by their dean using the Department Chair/Program Manager Evaluation instrument.
5. The evaluation of all full-time faculty shall be conducted annually during the spring term. The Office of Human Resources shall distribute the evaluation instruments to the appropriate supervisors along with a memorandum indicating the procedures and timelines for completion. Completed instruments will be due back to the Office of Human Resources as specified in the memorandum (typically by the end of February).

6. Faculty must identify their accomplishments and professional activities from the previous year on the Annual Service Report (ASR) form for their supervisor to use during the evaluation process. The ASR is due to the faculty member's immediate supervisor by the end of January. The supervisor may request additional information from the faculty to assist in completing the evaluation form. When documentation is requested by the supervisor, it should address the specified categories of the evaluation instrument and should be delivered to the supervisor prior to the evaluation conference.
7. Supervisors, in completing the evaluation instrument, shall consider information provided by the faculty for the evaluation, materials that they (the supervisors) have requested, the ASR, general observation of faculty performance, direct student input (if available), and activities associated with performance of the department/program assessment and planning processes.
  - a. For instructional faculty, the supervisor should also review and consider course syllabi, online course materials, and Student Evaluation of Instruction/Student Evaluation of Distance Learning Instruction (SEI) results as part of the evaluation process.

The supervisor must also conduct an annual classroom performance visit for faculty members on annual contract and once every three years for faculty members on continuing contract (unless circumstances warrant a more frequent observation). Such a visit may be conducted for faculty members on continuing contract if warranted. Supervisors are not required to announce a classroom visit.

- b. For non-instructional faculty (counselors and librarians)
  - 1) The Office of Advising and Counseling will conduct student evaluations of counseling and advising services throughout the year. The results of these evaluations, along with the counselor's performance of the duties and responsibilities in the counselor position description and the other materials listed in No. 7 above, shall be used in completing the counselor's evaluation instrument. The department chair for counseling shall conduct counselor evaluations; the dean, student services shall conduct the evaluation of the department chair for counseling.
  - 2) The chair, library services (or designee) shall conduct student, faculty, staff, and community evaluations of the library's services throughout the year. The results of these evaluations, along with the librarian's performance of the duties and responsibilities in the librarian position description and the other materials listed in No. 7 above, shall be used in completing the librarian's evaluation

instrument. The dean, arts and sciences shall conduct the evaluation of the librarians.

8. The supervisor will schedule a conference with those faculty who have ratings of "meets or exceeds expected performance" to review the evaluation form.
9. If a faculty member receives a needs improvement or unsatisfactory rating on any section of the evaluation instrument, the supervisor must consult with the dean and/or vice president for academic affairs and student services (VPAA/SS) to determine a course of action and timeline before scheduling a conference with the faculty member. The ensuing evaluation conference shall include a discussion of the approved corrective actions and timelines.

NOTE: The supervisor should discuss faculty performance with each faculty throughout the year. If at any time during the year, the supervisor feels that the faculty member is not performing satisfactorily, necessary action should be taken, ranging from a simple discussion to implementing SFSC Procedure 1093.

10. The faculty member shall sign the evaluation instrument indicating that he/she has read and understood the ratings and comments.
  11. If a faculty member does not agree with any aspect of the evaluation, he/she may prepare written comments and place them on, or attach them to, the evaluation instrument. If comments are added as attachments, they must be provided to the supervisor within three working days after the conference.
  12. A faculty member who believes that his/her evaluation is inaccurate or unfair may appeal (see item II.C.).
  13. The supervisor will ensure that evaluation instruments are forwarded to appropriate administrative staff for review and, when required, additional signatures.
  14. All faculty evaluations shall be completed and returned to the Office of Human Resources within the prescribed timeline.
- B. Procedures for conducting the supervisor's evaluation of instructional faculty on continuing contract
1. A classroom visit for faculty members on continuing contract shall be completed once every three years, unless circumstances warrant a more frequent observation.
  2. The supervisor shall conduct the evaluation as described in item II. A. above.

C. Procedure for conducting an appeal of the supervisor's evaluation

1. The appellant shall notify the president of the Faculty Council in writing of the request to appeal the evaluation. The notification shall indicate the comments/ratings that are being challenged and a rationale for the disagreement. Copies of the notification shall be forwarded to the faculty member's supervisor, the dean, the VPAA/SS, and the director, human resources.
2. An appeal committee shall be appointed and shall consist of three faculty members selected by the Faculty Council, one of whom may come from the appellant's department/program.
3. The president of the Faculty Council shall serve as the nonvoting chair of the appeal committee. The chair's responsibilities shall include:
  - a. Calling the first meeting of the committee within five working days of receipt of the notice
  - b. Calling and chairing all meetings
  - c. Maintaining records and materials
  - d. Notifying the committee of the timeline
  - e. Ensuring that the process is carried out in a professional manner
  - f. Forwarding the committee's recommendation to the VPAA/SS
4. The committee's duties shall include, but not be limited to, the diligent investigation and assessment of the accuracy of the supervisor's evaluation and making a recommendation to the VPAA/SS. This shall be accomplished by reviewing any materials provided by the faculty member and supervisor, course syllabi (if applicable), SEI results (if applicable), student comments (if any), and interviews with students and colleagues of the faculty member. For instructional faculty, committee members may also conduct a classroom visit or review of the online instruction website and materials developed for the course.
5. Each committee member shall work independently of the others and present his/her findings in writing to the committee chair within 10 working days of the committee's initial meeting.
6. The chair shall call a meeting within five working days of the receipt of the committee members' reports to review and discuss the findings and make a recommendation to:

- a. Uphold the original evaluation
  - b. Recommend specific changes in the supervisor's evaluation
7. All discussions, proceedings, voting, and written materials of the committee shall be confidential.
  8. The chair shall forward the committee's recommendation and all supporting materials to the VPAA/SS within five working days of the final meeting.
  9. The VPAA/SS shall review the recommendation and all supporting documents and make the final decision.
  10. The appellant, committee chair, department chair/program manager/coordinator, director/dean, and director, human resources shall be notified by the VPAA/SS of the final decision within five days of receipt of the committee's recommendation.
  11. If changes are required on the evaluation form, the supervisor shall make them and both shall sign the revised instrument.
- D. Eligibility for a salary increase based upon the evaluation
1. A faculty member must be employed full-time and have begun teaching, counseling, or performing as a librarian no later than the first day of February in order to be eligible for a salary increase for the next academic year.
  2. Faculty must receive an overall rating of "Meets or Exceeds Expected Performance" on the supervisor's evaluation of instruction in order to be eligible for a salary increase the next academic year.
- E. General procedures for the supervisor's evaluation of adjunct (part-time) faculty
1. Adjunct faculty members shall be defined as instructors employed on a part-time, temporary basis as outlined on the Letter of Intent form issued to the faculty member.
  2. Adjunct faculty members shall be evaluated using the Instructional Faculty Performance Evaluation instrument.
  3. Adjunct faculty members shall be evaluated by the instructional supervisor in their first term of employment with the College. Adjunct faculty who have received a "Satisfactory" or above rating on the first evaluation and are subsequently re-employed may be evaluated only once per year thereafter, depending upon the need as determined by the instructional supervisor and dean.

4. Prior to the evaluation conference, adjunct faculty may provide their instructional supervisor with materials that they wish to have considered as a part of their evaluation. The supervisor may also request materials related to the evaluation form.
  5. Supervisors shall review any materials provided by the faculty, course syllabi, SEI results, online course materials, and websites, perform a classroom visit, and complete the evaluation instrument. The instructional supervisor shall conduct a conference with the adjunct faculty member to review the comments/ratings.
  6. For adjunct faculty teaching at any of the College's full-service campuses/centers, it is recommended that the instructional supervisor and the campus/center director collaborate in the evaluation process.
  7. If the adjunct faculty member disagrees with any part of the evaluation, he/she may comment on the instrument or attach comments to the instrument. An attachment must be provided to the instructional supervisor within three working days after the conference.
  8. Adjunct faculty members must sign the evaluation instrument indicating that they have read and understood the comments and ratings.
  9. Completed evaluation instruments for adjunct faculty shall be maintained by the designated instructional supervisor as limited-access records.
- F. Procedure for conducting an appeal of the supervisor's evaluation of an adjunct instructor
1. Adjunct faculty members who disagree with the evaluation and wish to file a written appeal must do so with the dean within five working days after the conference. The appeal must include the specific comments/ratings on the instrument that are being disputed and documentation supporting the appellant's reason for the disagreement.
  2. The dean shall review the materials submitted, discuss the appeal with the instructional supervisor and the campus/center director (if applicable), and render a decision within three working days.
  3. The decision of the dean shall be to
    - a. Allow the comments/ratings to stand
    - b. Require the supervisor to make changes in the comments/ratings. When changes must be made in the comments/ratings, the

instructional supervisor shall make them as directed and all parties shall re-sign the instrument indicating that the revised evaluation has been reviewed.

G. Conducting the Student Evaluation of Instruction (SEI)

1. The SEI shall be conducted every fall, spring, and summer term for all full-time and adjunct faculty teaching a section of five or more students.
2. The SEI process shall be initiated by the Curriculum Support Department.
3. Paper SEI forms are distributed by the Curriculum Support Department only to special courses (team taught, dual enrollment, specific occupational courses). Each packet of paper SEI forms will include:
  - a. The directions for implementation
  - b. The timeline for SEI administration
  - c. Sufficient SEI forms for the course enrollment
  - d. Directions for completing and returning the forms
  - e. Paper SEIs shall be distributed a month before the end of the term and faculty members shall have until the final course meeting to have the forms completed and returned to curriculum support for processing.
  - f. Faculty shall designate a day to provide the SEI packet to a selected student in each class. The selected student will distribute the forms, have the students complete the SEI, and return the completed forms to a designated location. Faculty will leave the classroom/instructional area during the administration of the SEI survey to ensure that students are comfortable completing the evaluation and are ensured of confidentiality. Faculty should encourage students to complete the SEI instrument, but should not comment about the SEI instrument nor attempt to influence students' responses. Results of SEIs are not available to faculty until approximately one month after grades are posted.
4. Computerized SEIs are available through Brightspace for all College courses. The Curriculum Support Department shall notify and post SEIs in Brightspace for distance learning as well as lecture courses.
  - a. Online students shall complete the computerized Online Student Evaluation of Instruction (SEI) - Online.

- b. Independent study students shall complete the computerized Student Evaluation of Instruction (SEI) - Independent Study.
  - c. Lecture students shall complete the computerized Student Evaluation of Instruction (SEI) - F2F Lecture without Lab.
  - d. Lab only students shall complete the computerized Student Evaluation of Instruction (SEI) - F2F Lecture Lab Only.
  - e. Combo Lecture/Lab students shall complete the computerized Student Evaluation of Instruction (SEI) - F2F Lecture with Lab.
5. Faculty will be informed by email of the availability of SEIs. The notification email will include deadline date, specific instructions, and a reminder to encourage students to complete the SEI by the closing date.
  - a. Instructions will include a SEI survey link located in the Assessments navigation bar labeled "Surveys" in Brightspace (visible at each course level).
  - b. On the day the SEI is activated, students will be notified by email and a Brightspace course "news item" that SEI surveys are available, stress the importance of SEI completion, identify deadline date, SEI location, and inform students that the survey is anonymous.
6. Computerized survey links will only be active during the last two weeks of each term.
7. No quizzes or exams will be attached to the SEI survey. Students will automatically be directed to the survey instrument for completion.
8. Approximately one week prior to the end of the term, curriculum support shall notify the deans to remind their faculty to have students complete the SEI by the deadline date.
9. All completed SEI surveys are reported to the Curriculum Support Department for tabulation and distribution. The Curriculum Support Department shall tabulate the student data and distribute the following reports for all sections taught:



	Report Description	Distribution				
		Faculty Member	Instructional Supervisor	Dean	VPAA/SS	eLearning
(a)	Summary for each course section	✓	✓	✓		✓
(b)	Summary of all sections taught by one instructor	✓	✓	✓		✓*
(c)	Summary of all courses/sections taught in one department	✓	✓	✓	✓	✓
(d)	Summary of all courses taught in the division	✓	✓	✓	✓	✓
(e)	Collegewide summary of all college and career credit courses/sections	✓	✓	✓	✓	✓

\*Except student comments

10. SEI results are stored electronically in the Curriculum Support Department and shall not be placed in faculty personnel files.

11. Departments with special courses that by their nature or schedule cannot comply with the established SEI procedure must develop appropriate procedures to facilitate student evaluation of instruction. Upon recommendation by the designated instructional dean, department staff will work with the Curriculum Support Department to develop procedures and additional evaluation instruments, if needed, that incorporate the essential elements of the SEI process. The procedure and instrument must be approved by the dean and the VPAA/SS prior to implementation.

**HISTORY: Last Revised: 10/6/20**

**Adopted:** 5/17/85

**Reviewed:** -

**Revised:** 1/21/02, 6/1/05, 6/2/09, 3/4/14, 10/6/20