



Operating Protocol & Procedure

Details:

Number: 219

Title: Faculty Evaluation and Compensation

Category: Employees

Office of Primary Responsibility: Human Resources

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Purpose:

To define the guidelines in administering the faculty evaluation process

Applicability:

All Full-Time Faculty, both Provisional and Non-Provisional, Teaching APTs, Supervisors of Full-Time Faculty, and Deans.

Definitions:

Provisional Faculty: See BP 3-20 [Due Process for Faculty](#)

Non-Provisional Faculty: Faculty who are no longer on Provisional status.

References:

SBCCOE Board Policy 3-20 [Due Process for Faculty](#)

Colorado Community College System President Procedure 3-31 [Evaluation of Faculty Job Performance](#)

Attachments:

None

Operating Protocol:

Pueblo Community College will evaluate faculty job performance on an annual basis.

Procedure:

General Procedures

The objectives of this procedure are to communicate performance expectations, provide constructive feedback, improve professional effectiveness, develop/support teaching skills, reward job performance, and move faculty from provisional to non-provisional status.

1. *Evaluators*

Immediate supervisors who conduct evaluations for faculty will be department chairs or, for faculty who are department chairs, the Academic Dean of their Division. Second level supervisors for faculty will be the Academic Dean of their Division. The Vice President of Academic Affairs will serve as the 2nd level supervisor for Department Chairs.

2. *Annual and Provisional Evaluations*

Annual evaluations shall be conducted for all 0.5 and above Non-provisional faculty each year. The evaluation shall include annual Faculty Performance Plan and Evaluation form, classroom observation, trends of student evaluations for a minimum of one class per semester, and an overall annual rating. The Overall Annual Performance Evaluation Rating shall be used to determine merit pay, providing funds are available.

Evaluations must be completed and submitted to the Human Resources Office no later than May 1 each year.

Provisional evaluations shall be conducted annually for provisional faculty, and at the discretion of the supervisor for cause. The evaluation shall include annual Faculty Performance Plan and Evaluation form, a minimum of one classroom observation, student evaluations for all classes, and an overall annual rating. The Overall Annual Performance Evaluation Rating shall be used to determine merit pay, providing funds are available. Evaluations must be completed and submitted to the Human Resources Office no later than May 1 each year.

For new hire faculty, supervisors should discuss the performance evaluation form within 30 days of date of hire to ensure that the performance plans are set for the year.

Performance Planning and Evaluation Timeline:

Fall Semester: Each faculty will fill out the Faculty Performance Plan and Evaluation form (found on the Portal – see “Forms” tab), including yearly goals, and review it with his/her supervisor. For details, see the Faculty Performance Plan and Evaluation form.

Fall and Spring Semester: Instructional Observations (Instructional Observation Report Form) and Student Course Evaluations will be done. A mid-year review of Performance Plan progress in January is strongly recommended.

Four to six weeks prior to the end of the academic year: The Performance Plan will be evaluated by the faculty and supervisor, with input from the branch campuses as appropriate. Using the Plan, classroom observations and trends of student evaluations, the supervisor will assign a rating of Exemplary, Commendable or Needs Improvement.

3. *Factors in Evaluation of Job Performance*

The factors in evaluation will reflect those established in SP 3-31.

4. *Annual Performance Evaluation Ratings*

The Categories to be evaluated are Teaching and Service. Annual performance evaluation ratings are: Exemplary, Commendable and Needs Improvement. These ratings will reflect the criteria in SP 3-31. For details, see the Faculty Performance Plan and Evaluation form.

5. *Post-Rating Procedures:*

The rating will be reviewed with the second level supervisor, except for those faculty who are department chairs. The faculty will have the opportunity to accept or contest the evaluation to the supervisor or appeal to the College President. Those faculty who are department chairs may appeal to the President of the College. The evaluation will be sent to Human Resources Office for placement in personnel files.

6. *Instructional Observation*

The classroom observation is part of the annual evaluation to be conducted every year for non-provisional faculty and provisional faculty. Please see the Classroom Observation form for details.

7. *Student Evaluation*

Student evaluations of non-provisional faculty will be conducted in a minimum of one class per semester. For provisional faculty, student evaluations will be conducted for all classes for each teaching semester. Additional student evaluations for provisional or non-provisional may be requested by the supervisor.