

EMPLOYEE PERFORMANCE
EVALUATION

DLA
(LOCAL)

PURPOSE	<p>The purpose of the faculty evaluation instruments shall be to:</p> <ol style="list-style-type: none">1. Promote professional excellence and improve skills;2. Facilitate student learning and growth; and3. Provide for the continuous improvement of program quality by using the results for individual faculty improvement plans.
PHILOSOPHY	<p>The evaluation process at the College District shall be built on mutual trust and open communication to maintain the dignity and worth of the individual and the College District.</p> <p>The administration shall be responsible for maintaining procedures and criteria for the evaluation of all teaching staff.</p> <p>Evaluation is an assessment of the individual's fulfillment of contractual responsibilities and of support for and progress toward the College District's goals and objectives.</p>
ADMINISTRATORS	<p>All vice presidents and associate vice presidents shall be evaluated by the College President on an annual basis.</p>
DEANS, DIRECTORS, AND DIVISION CHAIRS	<p>All deans and directors shall be evaluated by their respective vice presidents or associate vice presidents on an annual basis.</p>
ALL OTHER STAFF	<p>All other College District staff shall be evaluated on an annual basis by their respective supervisors.</p>
FACULTY	<p>The objectives of the faculty evaluation instruments shall be as follows:</p> <ol style="list-style-type: none">1. To evaluate the effectiveness of the instructor in presenting knowledge, information, and ideas by appropriate means and methods.2. To emphasize the interaction between instructor and students.3. To assist the instructor in the implementation of effective teaching techniques.4. To provide the instructor with sources of information and material for self-development.5. To provide data that indicates what is expected of the staff member.6. To assist the instructor to find and understand his or her strengths and weaknesses in order to improve instructional performance and assist in reaching the overall objective of the total instructional program.

EMPLOYEE PERFORMANCE
EVALUATION

DLA
(LOCAL)

7. To provide students with a means for expressing views that are relevant to faculty development and administrative decisions affecting personnel.
8. To increase the exchange and interchange of ideas among students, faculty, and administrators that will lead to general improvement in teaching performance.
9. To provide an objective and comprehensive record for evaluation of teaching effectiveness that can be used as one of the criteria when reappointment, tenure, or promotion is being considered.
10. To continue to develop a sense of responsibility and to provide a response to the demand for accountability imposed by contractual agreement and the faculty handbook.
11. To ensure institutional effectiveness.

FREQUENCY

Self evaluations, student evaluations, and division chair evaluations shall be conducted every year for the first three years, again during the sixth and tenth year of service, and then every five years thereafter (15th, 20th, and the like). As part of each evaluation, faculty members shall submit a report to the vice president of academics containing information regarding:

1. Professional growth;
2. Service to the school; and
3. Service to the profession.

Associate vice presidents at the outreach centers shall conduct the faculty evaluations at their locations. Evaluation by the vice president of academics shall be conducted on an as-needed basis.