

PERFORMANCE REVIEWS

UA Cossatot has an established annual performance review process that applies to all classifications of full-time employees employed the full previous calendar year. Completed performance reviews and any supporting documents are used to assess the overall production and quality of employees.

Completed performance reviews are used to identify individual strengths and weaknesses, and determine merit bonus percentages.

HLC Criterion: 3C.4; 3C.5; 3C.7

Policy History:

July 8, 2024
September 9, 2019
September 8, 2014
July 21, 2014
December 2, 2013
December 3, 2012
January 1, 2011
March 31, 2003
July 30, 2001

NON-CLASSIFIED AND ADMINISTRATIVE STAFF PERFORMANCE REVIEWS

1. Performance review templates are launched through Workday in February for most employees. Some administrative staff, who do not have Workday templates, are sent performance review packets through email.
2. Employees with supervisors review job descriptions and make any revisions or additions.
3. Employees complete Key Results or Responsibilities sections and forward to supervisors. Supervisors review submissions, add comments/feedback, then schedules meetings with employees for discussion and additional comments. Final signed documents are submitted to human resources.

Procedure History:

June 24, 2024
August 26, 2019
November 1, 2013

FACULTY PERFORMANCE REVIEWS

1. Evaluation packets are sent to all full-time faculty and their supervisors by February of each year. The packet includes the job description with rating areas and annual professional development reflection and summary.
2. Faculty complete their professional development reflection and summary using development opportunities from the past calendar year. The Division Chair or Program Director completes the evaluation of the job description.
3. The supervisor reviews all submitted materials student evaluations of the instructor, classroom observations, and feedback from the employee's committee members. The supervisor scores the employee's performance on their evaluation form for each key result area and the overall performance.
4. The supervisor schedules an appointment to go over the evaluation and review the professional development summary and reflection. During this meeting, accomplishments and improvements needed are discussed and goals for the upcoming year are set. Employees with supervisors review job descriptions and make any revisions or additions for the upcoming year.
5. The employee and the supervisor may make additional comments at the end of the evaluation and sign and date the forms.
6. All completed evaluation forms must be submitted to the Human Resource Department. The Human Resource Department forwards all evaluations to the Vice Chancellor for Academics and Chancellor for final approval.
7. Once approved by the Vice Chancellor for Academics and Chancellor, the Human Resource Department will make a copy for the employee's records and retain a copy for the employee's personnel file.

Procedure History:

June 24, 2024
August 26, 2019
December 13, 2013

ADJUNCT FACULTY PERFORMANCE REVIEWS

1. Evaluations will be conducted annually by May 1 for all adjunct faculty who have taught at least one academic year.
2. The Division Chair will compile an evaluation packet for adjunct faculty that will contain the following:
 - a. A copy of the most recent student evaluations of the instructor.
 - b. Classroom observations
 - c. Most recent BlackBoard technical reviews (if applicable).
 - d. Evaluation Sheet
3. The supervisor will read through all submitted materials review student evaluations of the instructor, and will provide comments, suggestions for improvement if needed, and recommend or not recommend for future teaching assignments.
4. The supervisor will schedule an appointment to go over the evaluation and the results with the employee to discuss accomplishments and improvements needed and work out a plan to meet these goals for the upcoming year. If no face-to-face appointment is needed, results and conclusions will be sent to the adjunct faculty member via email.
5. All completed evaluation forms must be submitted to the Vice Chancellor for Academics for final approval. The Vice Chancellor for Academics will forward all evaluations to the Human Resource department for employment records

Procedure History:

June 24, 2024
August 26, 2019
December 13, 2013

STUDENT EVALUATIONS OF INSTRUCTORS

1. Student Evaluations of Instructor Survey are administered each semester. Evaluations may not be conducted during the time designated for final examinations.
2. All courses use the Student Evaluation of Instructor Survey and Student Evaluation of Course.
3. The Student Evaluation of Instructor Survey and Student Evaluation of Course Survey are distributed electronically. Students receive both notification via email and an announcement in their Blackboard Global Navigation
4. The Director of Institutional Research will compile results and provide to the Vice Chancellor for Academics and appropriate Division Chair. Faculty may have access to their evaluation forms and/or results only after grades have been submitted.
5. Data is included in annual evaluations through a quantitative and qualitative summary by the Chair. Copies are retained in the Office of Academics and by the appropriate Division Chair.

UA Cossatot is committed to the effectiveness of their instructors. In an effort to maintain this effectiveness, we ask that students complete teaching evaluations of the instructor in a thoughtful and honest manner. Please take the time to respond to all questions and provide comments for each.

Please rate the quality of course instruction and offer suggestions. Student evaluations help improve instruction, are used in the annual faculty evaluations, and help us as an institution in continuous quality improvement.

The instructor will not receive comments nor be informed of results of the evaluation until after final grades have been submitted. The survey you complete is anonymous.

Thank you for taking the time to answer thoughtfully.

STUDENT EVALUATION OF INSTRUCTOR

Instructor Name		
Course Name		
Instructor respected student options and communicated in a courteous manner.	YES NA	NO
Instructor showed genuine interest in helping students learn	YES NA	NO
Instructor provided guidance when working on assignment(s)	YES NA	NO
Instructor provided comments on graded work	YES NA	NO
Were you aware of your grades during the semester	YES NA	NO
Instructor provided learning activities that encouraged active engagement in the course	YES NA	NO
Instructor encouraged and fostered critical thinking (<i>seeing both sides of an issue, being open to new ideas, reasoning calmly, evidence-based, forming conclusions from available facts, solving problems</i>) to challenge the student [CLO 3]	YES NA	NO
Instructor provided materials to acknowledge different learning styles	YES NA	NO
Instructor generally responded to questions within 48 hours	YES NA	NO
Instructor was available. (office hours, email, phone, etc)	YES NA	NO
Instructor is fluent in the English language	YES NA	NO
COMMENTS (please provide any additional comments regarding the above questions or anything concerning the instructor, such as instructor's strengths, ways the instructor could improve, etc)		

STUDENT EVALUATION OF COURSE

Course Name	
Please Select Instructor for the Course	
Were the required materials such as OER, textbook, or instructor provided content adequate?	YES NO NA
Of the following resources provided was there one that you preferred?	<ul style="list-style-type: none">• OER• Textbook• Instructor Provided Materials• Other
Syllabus clearly indicated objectives, grading procedures, and attendance requirements	YES NO NA
Expectations for assignments/tests were clear (<i>example— exams or assignments connected to what was being taught</i>)	YES NO NA
Was sufficient time given to comprehend the subject matter	YES NO NA
COMMENTS (<i>please provide any additional comments regarding the above questions or anything concerning the course</i>)	

Procedure History:

June 24, 2024
August 27, 2019
November 20, 2017

ANNUAL FACULTY DEVELOPMENT PLAN/SUMMARY

Purpose: The purpose of a faculty development plan is to enhance faculty expertise.

Name	
Area of Teaching Specialization	
Full-time/Part-time Status	
Time Period Covered by the Plan	

In-service Activities Scheduled by the Institution:

Date	Topic		

Professional Growth Activities to be completed (check when documentation has been attached):

Date	Professional Growth Activity	Documentation Attached	Explain briefly what you learned/gained (personally and/or professionally) from attending this activity	How did this activity benefit the staff you supervisor or the students you work with?

Continuing Education or Additional Coursework:

Membership & Participation in Professional Organizations:

Other (including professional growth gained through outside employment):

In the space provided below, give an explanation as why you have chosen to participate in the activities listed in your plan, i.e., explain why this plan is suited to your needs as an instructor:

Explanation:

Signature (Faculty)	Date	Signature(Supervisor)	Date
		CAO Signature	

Procedure History:

ADJUNCT EVALUATION

Adjunct Name:	
Course(s) Taught:	
Year:	
Faculty/Mentor:	
Division Chair:	

Did the Adjunct submit or complete the following items on time:

Orientation	YES	NO
Syllabus submittal to Vice Chancellors Office	YES	NO
Class Available on First Day	YES	NO
No-Shows @ 11 th class day	YES	NO
5 Week Grades	YES	NO
12 Week Grades	YES	NO
Final Grades	YES	NO
Attendance (weekly)	YES	NO

Chair Comments from Student Evaluation of Instructor:

Chair Comments from Classroom Observation:

Tech Review Comments (if applicable):

Additional Comments or Observations:

Outstanding Opportunities or Suggested Training:

Adjunct Signature:	
Division Chair Signature:	
Recommended for Future Teaching Assignments:	
Vice Chancellor for Academics Signature/Date:	

Procedure History: