

3.5. Faculty Evaluation Plan (FEP) for Instructional Improvement

Inasmuch as Residential Faculty are committed to quality teaching and instruction and are contracted to provide professional services to students, colleagues, and the MCCCDC, the Faculty do hereby agree to adhere to, support, and implement the following self-evaluation policies and procedures.

3.5.1. The objectives of the evaluation program are as follows:

3.5.1.1. To improve teaching performance.

3.5.1.2. To advise Residential Faculty members regularly and specifically of their strengths and weaknesses, progress, and overall status.

3.5.2. Time Frame

3.5.2.1.

Although the FEP can begin at any time, the appropriate college Vice President or designee, through the appropriate Department/Division Chair, will be responsible for notifying Residential Faculty early in the fall semester of the evaluation year. The FEP must be completed and submitted to the appropriate college Vice President or designee by June 30th of the evaluation year.

3.5.2.2.

Appointive Faculty must complete or review and update a plan every third year (or more often if the Faculty member desires).

3.5.2.3.

Each College Senate will appoint a "Resource Person" who is familiar with the FEP to help facilitate the process. The Faculty/Staff Development Specialist is a suggested candidate for this position.

3.5.3. Areas for Evaluation

To complete an FEP, each Residential Faculty must engage in a self-examination of the three Required Areas and at least two of the Elective Areas. Examples of the following areas can be found in the Faculty Evaluation Plan guidelines.

3.5.3.1. Required Areas

3.5.3.1.1. Teaching, Learning, and/or Service

3.5.3.1.2. Course Assessment and/or Program Development/Revision

3.5.3.1.3. Governance and/or Committee Participation at the College and/or District levels

3.5.3.2. Elective Areas

- 3.5.3.2.1.** Professional Development
- 3.5.3.2.2.** Acquisition of New Skills
- 3.5.3.2.3.** Enhancement of Diversity
- 3.5.3.2.4.** College Level Assessment of Learning Outcomes
- 3.5.3.2.5.** Service to the Community

3.5.3.3. Related Areas

In addition to an assessment of these "Three Required Areas and Two Elective Areas," other "Related Areas" may also be selected by the Residential Faculty to review, in order to bring into better focus their full professional involvement at the college or within the MCCC. See the FEP guidelines for examples.

3.5.4. Participants

The team will consist of:

3.5.4.1.

The Residential Faculty to be assessed will be the director of, and active participant in, the designing and implementation of his/her FEP. He/She will carry the major responsibility for gathering the information about and completing the plan to the best of the person's ability.

3.5.4.2.

An FEP committee member (to be chosen by the Faculty member) may be outside the Faculty member's discipline, department, or college.

3.5.4.3.

A third person will be chosen from the following: Another professional colleague, Department/Division Chair, college Vice President, Faculty/Staff Development Specialist, and advisory committee member or alumnus.

3.5.4.4.

Students (or other services area recipients) will always provide input regarding teaching or service area performance via a customizable questionnaire or other appropriate measurement instrument. See the FEP guidelines for details.

3.5.5. Verification of Compliance

At the conclusion of the process, the individual team members (referenced in 3.5.4.1.-3.5.4.3.) will review the documents submitted by the Faculty member to indicate his/her performance and goals in the areas outlined in the FEP and discuss them with the Faculty member. An "FEP Summary Endorsement Sheet" will be signed by the individual team members and also by the Department/Division Chair and appropriate Vice President, or designee, to verify the work and indicate compliance with the process. A copy of the FEP Summary Endorsement Sheet will be filed with the appropriate Vice President or designee.

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3.5.6. FEP Guidelines Modification

The FEP guidelines may be modified by a majority of votes cast by the Faculty, provided any modifications do not violate the policies and procedures outlined in [Section 3.5](#).

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