Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.7.2

3.7.2 - Faculty Evaluation

The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status.

Judgment of Compliance

✔ In Compliance

Statement of Rationale for Judgment of Compliance

Chipola College places a high value on the regular evaluation of faculty effectiveness. Each faculty member is evaluated annually by students and direct supervisors. The evaluation process is designed to improve the quality of teaching and instructional services performed by the faculty and may be used for decisions related to the faculty member’s contract.

Department directors evaluate annually faculty members in their departments. The administrative evaluations are based on classroom observations, student evaluations, faculty professional development and research, and performance of duties. Near the end of the school year, individual faculty members and their department directors schedule a post-evaluation conference to discuss the administrative evaluation and sign it. The completed, signed evaluations are forwarded to the Senior Vice President for Instruction and Student Services and the President for review. The annual evaluation forms are maintained in the employee personnel files in the Human Resources Department.

The Chipola Faculty Association (CFA) is an employee organization and is the exclusive bargaining agent for all full-time faculty, which includes instructors, counselors, and librarians. As such, all faculty issues are subject to the provisions of the CFA Contract, Agreement Between the Chipola College District Board of Trustees and the Chipola Faculty Association (1). Procedures for faculty evaluation, evaluation feedback, and due process procedures are detailed in Article VIII: Evaluation of Faculty (2) and Article IX: Grievance Procedures and Arbitration (3).

Each faculty member is evaluated by students in at least one and no more than two classes each semester (4). The responses from the student evaluation forms for a given semester are reviewed by the faculty member and supervisor after the end of the semester or at the beginning of the next semester.
Administrative evaluation involves the observation of faculty members by their immediate supervisors once per year ([5]). This observation may be waived by mutual consent between the faculty member and the immediate supervisor. If this option is chosen, the waiver is documented on the annual evaluation. The director and the faculty member determine a specific date for the observations unless the faculty member prefers to agree to a specified time period during which the observation may be conducted.

In addition to the formal annual administrative evaluation of faculty members, faculty members may also choose to participate in peer evaluations ([6]). These are mutually agreed upon by two faculty members. After visiting each other’s classes, the two faculty members discuss the experience and use it to improve their teaching.

Part-time adjunct faculty are evaluated by the same procedures detailed above, and the feedback procedures are the same. To ensure consistency, when adjunct faculty teach in multiple-class courses, they must use the common syllabus, departmental assignments, and texts used by full-time faculty for the same course.

Documentation:

[1] CFA Contract: Agreement Between the Chipola College District Board of Trustees and the Chipola Faculty Association
[2] CFA Contract, Article VIII: Evaluation of Faculty
[4] Student Evaluation of Faculty (form)
[5] Administrator’s Evaluation of Faculty (form)