

KAUA'I COMMUNITY COLLEGE
Faculty Evaluations Reference Guide

1. Purpose

- A. Board of Regents (BOR) Policy 9-13 states “appointees will be evaluated periodically in accordance with the guidelines below and the specific procedures developed by the appropriate administrative offices to implement this policy. These performance evaluations shall be conducted in order: (1) to provide assurance to the University and its constituents that professional staff resources and particular areas of expertise are being used to the best advantage; (2) to provide for the systematic recognition of excellence and develop incentives for superior performance; and (3) to provide means for the improvement of performance in furtherance of the University's mission.”
- B. To provide guidelines and procedures for the periodic evaluation of all faculty. “All faculty” includes probationary faculty (tenure track), non-probationary faculty (which includes acting instructors), tenured faculty at all ranks, and lecturers (part-time or adjunct faculty).

2. References

- A. Board of Regents Policy Section 9-13 Evaluation of Board of Regents' Appointees
- B. University of Hawai'i Executive Policy E5.221 Classification of Faculty (May 2011)
- C. University of Hawai'i Executive Policy E9.203 Evaluation of Board of Regents Appointees (Oct. 2013)
- D. University of Hawai'i Community Colleges Policy (UHCCP) 8.450 Retention and Disposition of Applications for Contract Renewal and Promotion/Tenure (Nov. 2006)
- E. University of Hawai'i Community Colleges Policy (UHCCP) 9.104 Lecturer Evaluation (Dec. 2013)
- F. University of Hawai'i Community Colleges Policy (UHCCP) 9.203 Faculty Five-Year Review (Sept. 2013)
- G. Kaua'i Community College Catalog
- H. University of Hawai'i Community Colleges (UHCC) Contract Renewal Guidelines (revised annually)
- I. University of Hawai'i Community Colleges Tenure and Promotion Guidelines (revised annually)
- J. Agreement between the University of Hawai'i Professional Assembly and the Board of regents of the University of Hawai'i (UHPA Agreement)

3. Policy

- A. Evaluation Periodicity - BOR Policy requires all faculty members be evaluated at least every five years. To accomplish this, the below guidelines will be followed:
 - i. Probationary faculty will normally be evaluated during the second-year contract renewal, the fourth-year contract renewal, and the tenure review. The tenure review usually occurs in the fifth year of service. Should the tenure review occur

prior to the fifth year of service, the Chancellor may exempt the fourth-year contract renewal review. Should the probationary period be extended until the sixth or seventh year of service, probationary faculty shall submit annual contract renewals starting in the fifth year. (UHPA Agreement)

- a) Second year contract renewals must cover all probationary semesters up to but not including the semester the contract renewal dossier is submitted. If the applicant has evidence from the semester in which the application is submitted, it is the applicant's decision whether or not to include it.
 - b) Fourth year contract renewals must cover all probationary semesters since those covered in the second year contract renewal except the semester the contract renewal dossier is submitted. If the applicant has evidence from the semester in which the application is submitted, it is the applicant's decision whether or not to include it.
 - c) Tenure dossiers must cover all probationary semesters up to but not including the semester the dossier is submitted. If the applicant has evidence from the semester in which the application is submitted, it is the applicant's decision whether or not to include it.
- ii. Tenured faculty shall be evaluated every five years after tenure is awarded. Should a faculty member apply for and be evaluated for promotion prior to the end of a five-year period, a successful promotion will count as the five-year evaluation and the next evaluation will be due five years later. Unsuccessful promotions are not considered an evaluation for purposes of this policy; however the unsuccessful promotion document may be submitted for the five-year review. (UHCCP 9.203)
 - iii. Non-probationary faculty shall be evaluated annually in the spring semester. The evaluation period must cover all semesters during the previous calendar year. If the applicant has evidence from the semester in which the application is submitted, it is the applicant's decision whether or not to include it.
 - iv. All lecturers at Step A shall be evaluated once each year; all lecturers at Step B shall be evaluated once every two years and all lecturers at Step C shall be evaluated once every four years. Evaluations may be required at more frequent intervals for lecturers at Steps B and C if there are concerns with the lecturer's performance. (UHCCP 9.104)
- B. Peer Review – Faculty have the right to be evaluated by their peers. Peer classroom observations should be arranged according to Division Personnel Committees (DPCs) guidelines. Faculty may also request an academic administrator conduct a classroom observation. At no time shall a classroom observation occur without consent from the evaluated faculty member. Peer reviews for distance learning courses shall be conducted according to campus procedures for review of distance learning courses.

- C. Evaluators – Faculty shall only be evaluated by full-time faculty and administrators of Kauaʻi Community College. Exceptions to this must be approved by both the evaluated faculty member and the Chancellor (or Chancellor’s designee). A tenure and promotion review committee (TPRC), which will have members who are full-time tenured faculty at other University of Hawaiʻi Community Colleges (UHCCs), will also evaluate faculty for promotion and tenure.
- i. Full-time Teaching Faculty.
 - a. For contract renewal, faculty will be evaluated by the Division Personnel Committee (DPC), except for acting instructors; the Division Chair (DC); and the Vice Chancellor for Academic Affairs (VCAA), who serves in the absence of any deans. All will make recommendations to the Chancellor. (UHCC Contract Renewal Guidelines)
 - b. For promotion and tenure, faculty will be evaluated by the DPC, the DC, the VCAA, and a TPRC, who serves in the absence of any deans. The DC, VCAA and TPRC will make recommendations to the Chancellor. (UHCC Tenure and Promotion Guidelines)
 - c. For tenured faculty, other than for promotion, faculty will be evaluated by the DC, except the DC who will be evaluated by the VCAA. The DC shall submit by February 15, a completion report to the VCAA on the year's five-year evaluations, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable. (UHCCP 9.203)
 - d. Lecturers will be evaluated by the DC. The results of the evaluations shall be reported to the VCAA. (UHCCP 9.104)
 - ii. Counselors
 - a. For contract renewal, counselors will be evaluated by the DPC, and the Vice Chancellor for Student Affairs (VCSA), who will make recommendations to the Chancellor. (UHCC Contract Renewal Guidelines)
 - b. For promotion and tenure, counselors will be evaluated by the DPC, the VCSA, and a TPRC. The VCSA and TPRC will make recommendations to the Chancellor. (UHCC Tenure and Promotion Guidelines)
 - c. For tenured faculty, other than for promotion, counselors will be evaluated by the DPC, except the DPC chair who will be evaluated by the VCSA. The DCP chair shall submit by February 15, a completion report to the VCSA on the year's five-year evaluations, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable. The VCSA will transmit the completion report to the VCAA to include in the campus report. (UHCCP 9.203)

- iii. Academic Support Faculty
 - a. For contract renewal, faculty will be evaluated by the DPC, and the Director of Academic Support Services (Director), who will make recommendations to the Chancellor. (UHCC Contract Renewal Guidelines)
 - b. For promotion and tenure, faculty will be evaluated by the DPC, the Director, and a TPRC. The Director and TPRC will make recommendations to the Chancellor. (UHCC Tenure and Promotion Guidelines)
 - c. For tenured faculty, other than for promotion, faculty will be evaluated by the DPC Chair, except the DCP chair will be evaluated by the Director. The DPC chair shall submit by February 15, a completion report to the Director on the year's five-year evaluations, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable. The Director will transmit the completion report to the VCAA to include in the campus report. (UHCCP 9.203)
 - D. First and foremost, all evaluations should consider faculty effectiveness as teachers (counselors or instructional supporters) as supported by the evidence provided by the faculty for their evaluation. This should include evaluating faculty assessment of student learning outcomes. Faculty should also be evaluated on professional development and staying current in their fields; service to their division, the college and to the community; and leadership commensurate with their faculty rank and position. (UHCCP 9.203 and UH Executive Policy E5.221)
4. Faculty responsibilities - For any evaluation, a faculty member shall submit a review document containing information regarding the nature and extent of his/her contributions in each of the areas of duties and responsibilities of his/her rank as specified in the University of Hawai'i Community Colleges Faculty Classification Plan (UH Executive Policy E5.221). Evidence relating to the quality of these contributions should be included according to the following:
- A. For contract renewal, the document should follow the UHCC Contract Renewal Guidelines.
 - B. For promotion or tenure, the document should follow the UHCC Tenure and Promotion Guidelines.
 - C. For five-year faculty evaluations, faculty should follow the requirements of UH Executive Policies 5.221 and 9.203 (Section IV), and UHCC Policy 9.203.
 - D. For lecturer evaluations, faculty should follow the requirements of UHCCP 9.104 and submit:

- i. one peer evaluation;
- ii. results of student evaluations for all classes taught; and
- iii. a self analysis of the degree of attainment of student learning outcomes in the classes taught, instructional strategies and their effectiveness in each course, results of the peer and student evaluation and any planned actions as a result of the comments, and responses to prior evaluation recommendations, if any.

5. Responsibilities of Reviewers

- A. For the evaluation process to achieve the goals outlined in paragraph 1.A above, all reviewers, including DPC members, chairs, and administrators, should be familiar with the requirements for evaluation of faculty as outlined in the references in paragraph 2 above.
- B. Reviewers should make every effort to document accomplishments of evaluated faculty and to make constructive recommendations for improvements whenever warranted.
- C. If a reviewer discovers a faculty member being evaluated has failed to provide required documentation or evidence in his/her submission, the reviewer shall:
 - i. for contract renewal, promotion, or tenure – contact the Chancellor’s office. The Chancellor will request the faculty member submit the missing materials. The Chancellor’s office will request the faculty dossier be returned to the Chancellor’s office and the missing materials will be inserted into the dossier which will then be returned to the reviewer to continue the review process.
 - ii. for five-year evaluations – the DC or equivalent will request the faculty member submit the missing materials.
 - iii. for lecturer evaluations – the DC will request the lecturer submit the missing materials.
- D. An essential part of the evaluation process is to provide feedback to the faculty. Division Chairs (or the equivalent) should meet with all faculty undergoing evaluations, including lecturers, and summarize the results of their performance.

6. Evaluation Timelines and Deadlines – please refer to the tables in Appendix A.

7. Disposition of Evaluation Materials

- A. Disposition of Contract Renewal, Promotion, and Tenure forms and documents shall be done according to UHCCP 8.450.
- B. Lecturer evaluation materials shall be maintained at the division for five years after the last term a lecturer is employed.

- C. Five-year evaluations not requiring follow up action should be returned to the faculty. For a five-year evaluation requiring an improvement plan, the evaluation and a copy of the improvement plan shall be kept in the Human Resources Office until the improvement plan has been satisfactorily completed. Afterwards, the evaluation shall be returned to the faculty member.

PROBATIONARY (TENURE-TRACK) CONTRACT RENEWAL, TENURE, AND PROMOTION			
Action	Contract Renewal*	Tenure*	Promotion*
Faculty notified that they have contract renewal OR tenure due in the fall semester	September	September	n.a.
DPC and DC review requirements in University of Hawai`i Community Colleges Contract Renewal Guidelines, University of Hawai`i Community Colleges Tenure and Promotion Guidelines, and this document for evaluating faculty	September	September	September
Candidate application/evaluation materials submission deadline (submit to Academic Affairs Office)	First Friday in October	First Friday in October	First Friday in October
DPC completes division assessment/ recommendations and transmits dossiers to DC	First Friday in November	First Friday in November	First Friday in November
DC completes independent assessment/ recommendations and transmits dossiers to Vice Chancellor/ Director	Fourth Friday in November	Fourth Friday in November	Fourth Friday in November
Vice Chancellors/Directors complete tenure and promotion assessment/recommendations and refer the dossiers to the TPRC	n.a.	Third Friday in December	Third Friday in December
Vice Chancellors/Directors complete contract renewal assessments/recommendations and forward to the Chancellor	Third Friday in December	n.a.	n.a.
Chancellor completes review	January 15	n.a.	n.a.
Deadline for written notification of intent to terminate an appointment at the end of the initial 2-year contract	January 15	n.a.	n.a.
TPRCs complete assessment/recommendations and forward the dossiers to the Chancellor	n.a.	February 28	February 28
Chancellor submits recommendations for promotion/tenure and contract renewals to CCHRO	n.a.	Third Friday in March	Third Friday in March
CCHRO submits recommendations to the President via VPAA	n.a.	Second Friday in April	Second Friday in April
President submits recommendations to Board of Regents for May BOR meeting	n.a.	Fourth Friday in April	Fourth Friday in April
BOR approves Tenure/Promotion recommendations	n.a.	May	May

* The specific dates are published annually.

NON-PROBATIONARY FACULTY, LECTURERS, FIVE-YEAR EVALUATIONS			
Action	<u>Non-probationary faculty contract renewal</u>¹	Lecturers	<u>Five –Year Evaluations</u>
VCAA notifies faculty members of their scheduled five-year evaluations with a copy to their respective Division Chair (DC)	n.a.	n.a.	May 1 (previous calendar year)
Deadline to submit application to retire to be exempt from upcoming five-year evaluation	n.a.	n.a.	June 30 ² (previous calendar year)
Candidate application /evaluation materials submission deadline	First Friday in February ³	April 1 ⁴	February 1 ^{2,4}
DC or equivalent completes evaluations, including meeting with evaluated faculty, and report to the Vice Chancellor for Academic Affairs or equivalent, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable.	n.a.	n.a.	February 15
DPC completes division assessment/ recommendations and transmits dossiers to DC	Last Friday in February	n.a.	n.a.
VCAA or equivalent submits a completion report to the Chancellor on the year’s review, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable.	n.a.	n.a.	February 28
DC or equivalent completes independent assessment and transmits dossiers to Vice Chancellor/Director	Third Friday in March	n.a.	n.a.
Vice Chancellors/Directors complete contract renewals and forwards to Chancellor	Second Friday in April	n.a.	n.a.
DC provides feedback to the lecturer, including strengths and weaknesses, and notifies lecturer whether he/she remains in good standing and is eligible for assignment to classes	n.a.	April 30	n.a.
DC makes recommendation to VCAA whether to rehire a lecturer	n.a.	April 30	n.a.
Chancellor completes review and notifies faculty of renewal decision	Last Friday in April	n.a.	n.a.

¹The specific dates are published annually.

²If candidate rescinds application to retire, deadline for submission of evaluation materials for five-year evaluation is 30 days after rescinding application. This could move the deadline up to before February 1!

³Submit to Academic Affairs Office.

⁴Submit to Division Chair or equivalent.