

Article VIII. Faculty Evaluation

Section 1. General Provisions

- A. Lake-Sumter State College supports a formalized system of performance evaluation for all employees. The evaluation of the full-time Faculty shall be the responsibility of LSSC Administration and/or Program Managers.
- B. The purpose of the evaluation process is to provide feedback to employees about their work performance, encourage employee development, promote personal reflection and self-assessment, strengthen individual professional effectiveness, and assist employees and the College in planning and establishing goals, ~~encourage experimentation on the part of each faculty member and achieve the College's goals.~~ It also provides a collegial context for review of teaching purposes, strategies, and materials. ~~Evaluation shall not be used as a disciplinary tool.~~
- C. No member of the UFF-LSSC-Faculty bargaining unit shall be assigned to conduct an evaluation of another member of the UFF-LSSC-Faculty bargaining unit.
- D. Timeline. Annual faculty evaluations will be completed by the end of February. Faculty members will complete the employee components of the evaluation process no later than February 1 each year. ~~The College will publish, at the start of each academic year, a calendar of deadline dates for completion of the various components of the annual performance evaluation while providing reasonable time for faculty compliance. A mid-year check-in may be required at the discretion of the supervisor.~~
- E. Evaluations will be ~~written~~ electronic in form and format specified by the College and consistent with this agreement.

~~F.—The factual content of a faculty member’s evaluation must be supported by credible, documented evidence. Information sources for completing the performance appraisal instrument include required submissions of syllabi, student rating of instruction, professional development planning activities, participation as a member of the academic division, participation as a member of various forums (College committees, professional organizations, educational groups), and other relevant, objective information.~~

Section 2. Components of Faculty Evaluations

A. All faculty will be evaluated annually on the following areas:

- General Duties
- Instructional Observation
- Student Review
- Service to the College and Community
- Professional Development
- Goals including progress on performance improvement plans

~~A.B.~~ Fall ~~SemesterTerm~~ Evaluation Conference (optional for continuing contract faculty).

During the Fall Semester the supervisor will meet with the bargaining unit member to discuss the bargaining unit member’s goals, departmental needs, administrative expectations, and the bargaining unit member’s proposed professional development plan for the academic year.

~~B.C.~~ Instructional Observation. In addition to the annual evaluation, all annual contract faculty will receive an instructional observation by the employee’s supervisor, or designee, each year. Continuing contract faculty will receive instructional observations at a minimum of every three years, unless performance concerns warrant more frequent observations.

1. Continuing Contract. The ~~faculty member and~~ supervisor or academic administrator shall mutually agree to a class, date, and time for the supervisor to will observe each

faculty member at least ~~once~~ class session every ~~third academic~~ three years. The observation should ideally occur during a class session where active learning and student participation is expected. Faculty teaching distance learning course (s) will provide the Supervising Administrator with observer-level access to his or her course (s) upon request for evaluation purposes.

2. Bargaining Unit Members on Annual Contract. Bargaining Unit members on annual contract will be observed by the supervisor or academic administrator at a minimum of once per year. ~~This will be conducted by the supervisor, at a mutually agreed to class, date, and time. Faculty teaching distance learning course (s) will provide the Supervising Administrator with observer level access to their course (s) upon request for evaluation purposes.~~
3. Student Surveys~~End-of-course evaluations~~. The Faculty member will be provided access to their end-of-course evaluations ~~obtain his or her own student evaluations from the college at the beginning of the following semester~~ end of the spring and fall terms. The reviews are to be utilized by the faculty member for improvements in his or her performance ~~and in the course~~.
 - a) ~~Student Surveys will be completed online. Safeguards will be in place to ensure that such surveys shall be anonymous, no students shall generate more than one survey per class, every student who completes the section is permitted to complete a survey, and no student who has withdrawn from a section shall complete a survey for that section.~~
 - b) ~~The College will generate a summary report of all SPOI responses and student written comments for each section for each bargaining unit member for use in~~

~~institutional effectiveness and determining trends. Faculty members will review the student evaluations and reflect upon any trends or opportunities for improvement in their annual evaluation.~~

~~e) Surveys are intended to provide constructive feedback to faculty members to aid in personal and professional improvement. The Supervising Administrator may elect to review and discuss recent student surveys with the faculty member. However, student comments shall not constitute the sole basis of discipline. Student surveys may be used to initiate further investigation and, if needed, remediation and support for the faculty member. No copies of student opinion surveys will be filed in the faculty member's personnel file.~~

4. ~~Lake Sumter State College Annual Faculty Performance Evaluation Instrument Form. (Appendix A). The faculty member shall complete their portions of the instrument by February 1st.~~ The supervisor/evaluating administrator will review the completed performance ~~appraisal instrument~~evaluation with the faculty member. Following this review, the Annual Faculty Performance Evaluation ~~is to~~will be signed by the faculty member and the faculty member's supervisor,⁷ indicating that all individuals have reviewed and discussed the content and that the faculty member has had the opportunity to respond ~~either orally or~~ in writing to the performance appraisal. ~~As a final step, the Annual Faculty Performance Evaluation form will be reviewed and signed by the Vice President of Academic Affairs.~~

~~C. Supervisor's Narrative. The supervisor will review the multiple sources of data listed in Article VIII, Section 1F and Appendix A and complete a supervisor's narrative.~~

1. Supervisor's narrative and evaluation as to the bargaining unit member's performance

in meeting standards and expectations in the areas of teaching excellence, service to the College and community, and professional development responsibility as observed by the supervisor, including a discussion of the bargaining unit member's contributions to student success, (i.e. student retention and completion) and program quality indicators when applicable, which may include, but are not limited to, student learning outcome assessments, course completion rates, student performance in subsequent and additional courses, graduation and/or certification rates, job placements in appropriate field and relevant employer feedback.

2. For bargaining unit members with additional duties as program managers, additional narrative and evaluation will take place concurrently with their faculty evaluation.

4.3. The supervisor will review the performance with the faculty member, identifying exceptional performance, successful performance, and areas where development is needed. The supervisor will create a performance improvement plan to address any areas where development is needed.

~~2.— In completing the supervisor's narrative, the bargaining unit member's supervisor shall ensure the following is documented:~~

~~1.— Notification to the bargaining unit member as to areas in which he/she is excelling.~~

~~2.— Notification to the bargaining unit member if deficiencies exist that require correction, an explanation of any deficiencies as noted, and the expected improvement.~~

~~3.— If deficiencies are noted, the supervisor will provide recommendations to enable the bargaining unit member to improve performance and establish a timeframe during which the bargaining unit member is expected to demonstrate improvements, not~~

~~less than a semester in length.~~

- ~~4.—Bargaining Unit Member Response. The bargaining unit member shall have a maximum of ten (10) contracted duty days to review, comment, and sign the final written evaluation acknowledging that he/she has had the opportunity to discuss the evaluation with the supervisor and to respond to the materials presented.~~
- ~~5.—Once completed, the evaluation with all addenda will be placed in the bargaining unit member's permanent limited access personnel folder, after which there will be no modifications, additions, or deletions.~~

Section 3. Appeal of an Evaluation

A faculty member who disputes the factual content of his or her faculty evaluation or alleges a violation of any ~~procedure section~~ in this article ~~shall have the right to~~ may file a grievance pursuant to ~~Article V of~~ this Agreement. The timeline to file such a grievance shall begin at the conclusion of the Performance Review, once all parties have signed the electronic evaluation.

- A. Such grievances shall be filed at Step 1 of the grievance procedure ~~within fifteen (15) contractual duty days of the Performance Review.~~ Should the appeal not be resolved in step 1, the appeal will progress through the steps of the grievance procedure outlined in ~~Article IV of~~ this Agreement, provided that evaluations shall not be subject to arbitration and either party may reject any demand to arbitrate an evaluation. Procedural and Factual Disputes shall be subject to the arbitration process, outlined in Article V.

- B.—For any bargaining unit member who receives an overall rating of unsatisfactory, the supervisor will collaborate with the faculty member in the development of a performance improvement plan to identify any deficiencies and provide suggestions, professional development opportunities, or otherwise assist the bargaining unit member with any

necessary correction, provided that this article may not be construed as a guarantee of continued employment or contract renewal. ~~or remediation and develop a Performance Improvement Plan to address areas where performance requires improvement.~~

~~C.B. Bargaining unit members with evaluations rated “Unsatisfactory” must submit their Performance Improvement Plan to their supervisor within ten (10) contracted duty days following the Performance Review. The Performance Improvement Plan period shall not exceed one semester following the initial “Unsatisfactory” rating. Evidence of progress on any Performance Improvement Plan must be included in the subsequent performance evaluation.~~

~~D.C. A continuing contract bargaining unit member who receives an overall “Unsatisfactory” rating in any two out of three years may be subject to will be returned to annual contract. A continuing contract bargaining unit member who receives “Unsatisfactory” ratings in three out of five years may be subject to dismissal.~~

Section 4. Evaluation of the College President

~~The Board shall seek faculty input and comments during the annual evaluation process of the College President.~~