

### III. Faculty Performance Review

#### Purpose of Faculty Performance Reviews:

The purpose of the Annual Faculty Performance Review is to improve achievement of Northwest Arkansas Community College's mission by ensuring that individual faculty objectives are consistent with our institutional goals and objectives. The goals of the review are to develop the faculty member's performance, identify areas of professional development and personal growth, recognize outstanding faculty performance, answer external demands for accountability, and improve communication among faculty members, administrators and students.

The Faculty Performance Review at NWACC is strictly developmental in purpose and does not reflect adequate information for determining merit or performance pay. The faculty and administration agree that merit or performance pay recommendations require more in-depth analysis of information than would be demonstrated in this review and that any recommendation regarding additional compensation should be peer-reviewed.

This review process applies to all full-time and part-time faculty members at NWACC. All new faculty members will attend an orientation that includes an overview of the performance review plan.

#### Administrative Procedures:

- A. The faculty job description is the basis for the criteria listed on the faculty performance review forms. As such, each faculty member should be familiar with the job description.
- B. The Academic Deans have primary responsibility for conducting the performance reviews of all full-time faculty members in their respective units and will follow the proposed format process for conducting the review.
- C. The faculty duties and responsibilities are divided into three primary areas: Instruction, Professional Development and Service to the college. The performance review forms further divide Instruction into the following categories: Planning/Preparation of content, Instruction/Teaching, and Organizing the Environment. The Professionalism and Reflection category and the Service to College category are used to evaluate the faculty member's performance across all three primary areas of responsibility.
- D. Each faculty member should provide examples, verbally during the review, of learning-driven evidence to support each criterion listed under each category on the form. Only category ratings of E or N require additional written documentation. We assume all faculty members have opportunities for growth or may need improvement in certain areas. A professional growth and development plan should be limited to those faculty members with sufficient deficiencies to warrant a Development Improvement plan. The Deans reserve the right to make this determination.
- E. Faculty members who are placed on a professional growth and development plan reserve the right to receive a second review performed by the reviewer's supervisor.
- F. The timeline provided below these procedures should be used as a guide for all parties involved in the review process.
- G. The Deans have the discretion to administer the annual performance review at different times throughout the year. Such discretion will allow Deans to plan and provide adequate time for individual reviews with each full-time faculty member.
- H. The Deans will determine how they will conduct performance reviews of adjunct faculty and have the discretion for determining what process and format they will use.
- I. Documentation of the review process will consist of the following practices:

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- a. A copy of Form E or F (the summary sheet) which indicates completion of the review process with signatures and dates will be provided to the faculty member, the supervisor, and the office of human resources.
  - b. For those faculty members Deans have determined need a Development Plan, a copy of the plan, and the summary form E or F will be made available to the faculty member, the dean and the office of human resources. The specific expectations and plans for improvement should be provided on Form D and attached as a separate document and include the signatures of the Dean and faculty.
  - c. All other documentation, such as the portfolio and supporting documents, may be kept on file with the Dean and/or the faculty member.
- J. The Performance Review Committee in conjunction with administrators involved in the process will perform an ongoing review of the forms and processes associated with faculty performance reviews. Recommendations for changes to forms and/or processes will occur as needed based on the needs of either party and/or technological advancements. We expect that major revision would occur no more frequently than every two to three years to allow all parties involved sufficient time for input and experience.

FORMS:

- A. Faculty Performance Review Form
- B. Learner Evaluation of Faculty Performance Questionnaire
- C. Classroom Observation Form
- D. Personal Growth and Development Plan
- E. Faculty Performance Review Summary
- F. Adjunct Faculty Performance Review Summary