

## **GRAYSON COLLEGE EVALUATION PROCEDURE FOR NEW FACULTY MEMBERS**

In order to provide employment security and in order to promote individual and college improvement, Grayson College will evaluate its faculty utilizing the following procedure:

1. The appropriate supervisor will initiate the process by orienting new faculty regarding the expectations and employment conditions of the college during the first week of employment. The supervisor will also assign an experienced faculty member to act as a mentor to each new faculty member for the first year of employment.
2. The College will then gather data evaluating the instructor's performance utilizing the following sources and schedules:
  - a. Administrator evaluation should be based on student evaluation data, instructional materials (including syllabi), test/evaluation instruments, student assignments, supplemental materials (handouts), classroom visitation, and the instructor's self-evaluation.
  - b. During the first three years of employment, the faculty member will conduct student evaluation in classes two weeks before the end of the semester.
  - c. Administrative classroom visitation will be conducted during the first semester of employment, and a written administrative evaluation will be conducted within the first year and during the fall semester of the second and third year.
  - d. The supervisor may conduct additional administrative evaluation during the spring semester of the second and third year as needed to assure that the faculty member is complying with policy, procedure and contractual requirements.
  - e. During the third year, the evaluation process must be completed by February 1.
3. A self-evaluation must also be completed and submitted to the supervisor during the first 30 days of the second semester of employment.

4. The faculty member and supervisor will develop goals and an improvement plan. These goals will be included in the following year's evaluation.
5. Faculty and administrators should refer to the following sections of the Policies and Procedures Manual for additional information about faculty evaluation, professional development, and employment security:

Section DGBA: Grievance Procedure

Section DGC: Academic Freedom

Section DJA: Faculty Work Load

Section DLA: Organizational Renewal

Section DMA: Termination of Employment for Cause