

GRAYSON COLLEGE EVALUATION PROCEDURE FOR ESTABLISHED FACULTY MEMBERS

In order to promote individual and college improvement, Grayson College will evaluate its established faculty utilizing the following schedule:

1. The College will gather data evaluating the instructor's performance utilizing the following schedule:
 - a. Established faculty will be evaluated on a three-year rotating basis.
 - b. One-third of the established faculty will be evaluated each year prior to February 1.
 - c. Established faculty may be evaluated more than once every three years if the supervisor has reason to believe the faculty member is not complying with contractual requirements (see Section DMA of Policies and Procedures Manual).

2. The College will gather data evaluating the instructor's performance utilizing the following sources:
 - a. Administrator Evaluation Form: (The source of data for administrators would include the student evaluation form, instructor self-evaluation form and other sources that are determined appropriate by the administrator.)
 - b. Student Evaluation Form: This evaluation will be conducted in classes two weeks before the end of the fall term.
 - c. Instructor Self-Evaluation Form: This form will be completed prior to February 1.

3. Development of the three-year plan.
 - a. Using data collected from students, the self-evaluation and the administrator's evaluation, each instructor, along with his/her administrator, will establish goals and an improvement plan for the next three years.
 - b. The instructor and his/her supervisor will work together to develop the three-year goals and improvement plan.

4. The evaluation data will be the basis for annual individual and college wide staff development. (See Appendix for DLA of P&P Manual.)