




October 20, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Revisions to Policy 05-03 and Policy 05-07

Item Description

This item requests approval of revisions to two policies regarding faculty responsibilities and assessment.

Overview and Background

These two policies were extensively revised after Florida Administrative Code was modified regarding the requirements for continuing contract and post-award review in 2013. The current changes are a result of developing implementation procedures over the past year. Faculty have been represented in the process, and the Faculty Senate Assessment Committee and the faculty librarians support the changes.

Past Actions by the Board

The Board last approved both of these policies in May 2013.

Funding/Financial Implications

These changes have no financial impact.

Staff Resource

Barbara Sloan

Recommended Action

That the Board approve the changes as presented.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Assessment and Evaluation	NUMBER: 05-03
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-03AP: Assessment and Evaluation • Board Policy 05-07 and Administrative Procedure 05-07AP: Teaching Faculty Responsibilities
DATE ADOPTED: 12/1/97; Revised 1/22/01, 11/22/10, 05/20/13, 10/20/14	

Assessment and evaluation of faculty will be conducted utilizing a variety of approaches relating to professional competence and commitment of the faculty member to the College. Annual and continuing contract faculty will maintain a professional portfolio that shall include evidence of effective classroom instruction, curriculum review and relevancy, service and support of college policies and procedures, and professional development. The portfolio will include materials described below, as appropriate to the position and responsibilities of the faculty member.

A. Evaluation of Faculty

Faculty on Annual Contract will be formally evaluated by the immediate supervisor each year prior to recommendation for annual contract renewal. The evaluation will be based on the faculty responsibilities described in Board Policy 05-07 and will include discussion of the items being collected for the professional portfolio as well as the annual classroom observation, student success results, and student evaluations.

Faculty being considered for moving from annual to continuing contract shall present a professional portfolio as described above for review and assessment by the immediate supervisor. The immediate supervisor will make a recommendation to the dean/director and Provost regarding continuing contract.

Faculty on Continuing Contract will participate in an annual review that consists of an appraisal of the faculty member's performance of the position responsibilities in Board Policy 05-07 as well as a review of documents being collected for the professional portfolio. The supervisor will provide written documentation of any concerns and expectations for correction in anticipation of the post-award review.

B. Professional Portfolio Material provided by the Faculty Member

Required:

- Statement of Teaching Responsibilities (courses taught over the period of the evaluation)
- Representative Course Syllabi
- Teaching Philosophy
- Teaching Goals—Short and Long Term
- Instructional Innovations
- Service provided to the department, college, and academic community
- Results of continuing professional development, short and long term

Optional:

- Teaching Methodologies
- Description of Teaching Materials
- Curricular Revisions
- Documentation of Teaching Improvement Activities
- Teaching honors and other recognitions
- Individual student feedback
- Samples of student achievements and outstanding student accomplishments in or beyond the classroom

C. Professional Portfolio Materials provided by Others

All portfolios shall also include the following:

1. Classroom observation assessment results written by the immediate supervisor.
 - a. Faculty on Annual Contract: each faculty member on annual contract will be observed once a year or more frequently, if needed. The observation will be conducted by the immediate supervisor and will be followed by a conference to discuss the observation. The results of the observation and conferences will be incorporated as a part of the annual review and professional portfolio.
 - b. Faculty on Continuing Contract: each faculty member on a continuing contract will be observed by the immediate supervisor as necessary but at least once every two (2) years. The observation will be followed by a conference to discuss the observation.. The results of the observation will be incorporated in writing as a part of the annual review in years the observation is conducted and in the professional portfolio.

2. Student Course Evaluations
Students will evaluate faculty members in each class in each major semester of the contract. The primary purpose of student evaluation of faculty is self-improvement of the faculty member and the course. Faculty will develop a written self-analysis of the results. The Student Course Evaluation reports and self-analysis will be included as a part of the annual review and professional portfolio.
3. Student Success Data
The immediate supervisor will provide data on student success including retention rates, ABC success rates, and achievement of student learning outcomes, student progression, completion, and matriculation or job placement to be analyzed and addressed as appropriate as part of the formal evaluation.
4. A review of items one through seven in the portfolio by a faculty peer.
5. Results of employer surveys, when appropriate to the discipline.

D. Post-Award Evaluation

Faculty on Continuing Contract will present a professional portfolio for assessment by the immediate supervisor and the dean/director every five years. The immediate supervisor will make a recommendation to the dean/director and Provost regarding the faculty evaluation.

Faculty on Continuing Contract whose annual review indicates any area of concern related to faculty responsibilities identified in Board Policy 05-07 will develop a plan to address that concern in the following year. If the next annual review indicates the concern has not been addressed, a post-award evaluation will be required. This evaluation will be in addition to the regularly scheduled five year post-award evaluation. Additionally, the supervisor may require a post-award evaluation if intermittent concerns occur between five year evaluations.

The Procedure for developing a portfolio and professional development plan and for conducting the annual review and post-award assessment is described in Administrative Procedure 05-03AP.

E. Assessment of Faculty Teaching in More Than One Division

Faculty may be qualified to teach in more than one discipline in the College. When more than one division is concerned, the faculty member will be assigned to one division as the home division and that immediate supervisor will assume responsibility for the evaluation/assessment of the faculty member. The secondary supervisor will provide input to the “home” division supervisor. The evaluation/assessment procedure for these faculty is described in Administrative Procedure 05-03AP.

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**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
POLICY**

TITLE: Teaching Faculty <u>and Faculty Librarian</u> Responsibilities	NUMBER: 05-07
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 05-07AP: Teaching Faculty Responsibilities
DATE ADOPTED: 12/1/97; Revised 1/22/01, 11/22/10, 05/20/13, <u>10/20/14</u>	

Tallahassee Community College (TCC) faculty are professional educators with the primary responsibility of providing a quality education for TCC students. All TCC faculty members are responsible for fulfilling the following responsibilities in accordance with the philosophy, mission, policies, and procedures of the College.

The responsibilities of teaching faculty and faculty librarians are as follows:

Instruction

- To devote the best professional effort to the primary task of teaching assigned classes by maintaining high academic standards, ~~staying current in one's field~~ teaching current and relevant curriculum, communicating content effectively and cultivating an environment best suited to learning.
- To provide to students in all classes at the beginning of each term a copy of the instructor syllabus written in accordance with TCC Policy 05-12.
- To assure that a student's grade accurately reflects the student's achievements of the learning outcomes of the course.
- To teach assigned classes at the scheduled time and place.
- To maintain and report accurate records of attendance, ~~and~~ grades, and student progress when required by state and federal law and college policy and procedures.

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Teaching Faculty Responsibilities

- To maintain office hours in accordance with the schedule developed and approved by the immediate supervisor each semester.
- Faculty librarians demonstrate effective instructional effort to the primary task of supporting a learner-centered teaching library by (1) maintaining high academic standards, (2) teaching current and relevant academic materials, (3) communicating content effectively, and (4) cultivating an environment best suited to learning.
 - a. Collaborate with discipline faculty demonstrating integration of information literacy through lesson objectives and instructional strategies.
 - b. Provide one-on-one and small group research instruction and teach assigned classes as above
 - c. Proved record of research instruction

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Curriculum

- To review course objectives and instructional strategies periodically to assure the consistency of each course with the master syllabus for the course and with the needs of the students.
- To prepare or revise the master course syllabus for specific courses and to assist in course coordination as needed.
- To participate in the selection of appropriate course textbooks, resources and learning management systems, or other modes of reference/instruction as appropriate.
- To revise or develop new courses as needed to assure the relevancy and appropriateness of the curriculum.

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- Faculty libraraian responsibilities are as follows:
 - a. To collaborate with discipline faculty on assignments and assessments, including assessment results that utilize quality information resources and support the achievement of learning outcomes
 - b. To collaborate with discipline faculty on the integration of information literacy through lesson objectives and instructional strategies employed in discipline courses
 - c. To participate in the selection of appropriate books, journals, databases, and other materials, physical and electronic, to aid in the teaching and learning process
 - d. To revise or develop new instructional support materials

Service and Support of College Policies and Procedures

- To encourage students to make maximum use of the resources of the College, including the Library, Learning Commons, and online resources.
- To provide service to the College, the division, and the discipline.
- To participate in the advising process; 10 hours per year are required.
- To follow college policy and procedures in all matters.

Professional Development

To develop and implement a plan for professional development that may include short and long term goals, as well as documentation to be included in the professional portfolio. Professional development may also include opportunities that are not planned but that present themselves during the year. The plan is intended to be individualized and may involve innovation in instruction, curriculum, or service.

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P O L I C Y**

<p>TITLE: Teaching Faculty and Faculty Librarian Responsibilities</p>	<p>NUMBER: 05-07</p>
<p>AUTHORITY: Florida Statute: 1001.64, 1001.65</p>	<p>SEE ALSO:</p> <ul style="list-style-type: none"> • Administrative Procedure 05-07AP: Teaching Faculty Responsibilities
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