

8.16 EVALUATION OF TENURED, NON-TEACHING FACULTY, COORDINATORS, COUNSELORS, LIBRARIANS AND HEALTH SERVICE STAFF.

8.16.1 Regular faculty members with non-teaching assignments will be evaluated using the same procedure as that used for instructors. The evaluation will focus on their primary responsibilities, as well as classroom instruction, if appropriate.

The peer review process for a coordinator will include faculty working in areas served by the coordinator. The coordinator may add one regular faculty member for the peer evaluation process.

8.16.2 The portfolio items will reflect the primary responsibility of the evaluatee. Student evaluations will be required as appropriate; as well as self-evaluations which will be required for all faculty.

8.16.3 In the case of student evaluations:

Counseling services will be evaluated using a form distributed to a random sample of 100 students selected from appointments and walk-ins between the third and ninth week of the semester. In addition, classroom student evaluations will be collected when appropriate. Student evaluation of reference librarians will be conducted at the reference desk on the approved form for one week between the 10th and 15th weeks of the semester.

8.16.4 For each criteria marked as “Does not meet expectations,” specific examples and suggestions for improvement must be made.

8.16.5 The peer(s) and Designated Administrator will conduct separate evaluations. Within ten (10) days of the evaluation, a conference will be held and the evaluatee will sign and be able to respond to each evaluation statement. The signature does not necessarily indicate agreement with the report.

8.16.6 If a tenured faculty member disagrees with his/her evaluation, he/she has ten (10) days to respond in writing to the formal peer report or the designated administrator's evaluation. The written response will be included in the member's personnel file.