

## Faculty Evaluation

### I. Purpose

The purpose of this policy is to outline the method by which Dyersburg State Community College (DSCC) faculty members are evaluated each year.

### II. Scope

This policy applies to all DSCC Faculty members

### III. Policy

DSCC evaluates the effectiveness of each faculty member on an annual basis in accord with published criteria, regardless of contractual or tenured status. Responsibility for evaluating faculty members begins with the Division Deans and the Director of Learning Support. Evaluation of full-time faculty members is based on criteria established by the Tennessee Board of Regents (TBR) for community colleges (Policy 05:02:02:30). The evaluation includes a student evaluation instrument, which was developed by a committee of faculty and administrative staff. Faculty members are also expected to advise students as part of their teaching load. Evaluation criteria are available to faculty through the faculty handbook and include:

**Instruction/Learning** – This section includes student evaluations. Teaching/learning strategies, assessment and plans for improvement based on that assessment, and course management are part of this section.

**Student Interactions** – This section includes advising, registration, and retention activities.

**College Service** – This section includes attendance at meetings of assigned College standing committees and participation in campus activities outside the classroom.

**Professional Activities** – This section includes completing coursework, maintaining membership in professional organizations, presenting at professional conferences, publishing in professional journals, conducting workshops, and research.

**Public Service** – This section includes activities that improve the quality of life in the community.

Evaluation for full-time faculty members is conducted according to the calendar year. For the coming year, faculty members must submit performance objectives during the latter part of the fall semester. Beginning in January, faculty members submit a report of their activities for the previous calendar year and meet with their Division Dean or Director to discuss the performance objectives, their activity report, as well as their annual evaluation. At this time, the Division Dean or Director may make changes in the objectives to reflect any areas of improvement identified in the evaluation. The supervisor has access to the results of the student evaluation instrument and uses them in preparation for these meetings.

Full-time faculty members are also evaluated for promotion and tenure. The criteria for promotion and tenure are clearly stated in the DSCC Faculty Handbook, DSCC Policies and Procedures Handbook and TBR Policies and Guidelines. Each year those faculty members eligible for promotion and tenure are asked to meet with their respective Dean, the Vice President for the College, and the President to review the procedures and criteria for promotion and/or tenure. At that time, each faculty member is provided with guidelines for preparing their application for promotion and/or tenure. This evaluation process includes peer review, classroom observations, and student evaluations. The President considers the recommendations of the Division faculty, the Division Dean, and the Vice President for the College before making a recommendation to the Tennessee Board of Regents. Final approval for promotion and/or tenure rests with TBR.

#### **IV. Compliance**

All DSCC administrators, supervisors, and staff employees must comply with this policy.

#### **V. Definitions**

#### **VI. Revision History**

Edited April 19, 2022 and approved by Administrative Council on April 28, 2022.  
Policy written February 1, 2017. Approved by Administrative Council on February 2, 2017, by on-line vote. Updated and approved by Administrative Council on April 27, 2023