

# Institutional Effectiveness

## Annual Faculty Evaluation

*To state RCC's policies and procedures regarding annual curriculum full-time faculty evaluation*

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1. Each full-time faculty member will be evaluated by April 1 of each academic year.
2. Student evaluations, classroom observations, and the faculty annual evaluation form will all be used to document performance for the year. The faculty annual evaluation form will be completed by the Program Head or Coordinator with input from the Division Chair.
3. Each full-time faculty member will complete the Annual Professional Advancement and/or Upgrading Form and the Professional Plan prior to the evaluation meeting. He/she will bring these completed forms to the evaluation conference.
4. Each full-time faculty member will complete the faculty annual evaluation form prior to the annual evaluation conference as a method of self-evaluation. He/she will bring this completed form to the evaluation conference.
5. Full-time faculty members serving as a Program Head, Coordinator, or Division Chair will also be evaluated on these job duties by the Division Chair or Vice President of Instructional Services using the appropriate form. The faculty member should also complete the appropriate form prior to the annual evaluation conference as a method of self-evaluation and bring the completed form to the evaluation conference.
6. At the conclusion of the evaluation conference, all evaluation forms, observation forms, the Annual Professional Advancement and/or Upgrading Form, and the Professional Plan will be forwarded to the Human Resources office for filing in the personnel folder.
7. Results of the Annual Evaluation will be used to determine whether the faculty member is recommended for continued employment, continued employment contingent upon improvement, or continued employment not recommended.