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## TENURE REVIEW & FACULTY EVALUATION MANUAL

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### **Evaluation Procedures for Faculty Teaching Online/Hybrid Courses**

The purpose of evaluating faculty teaching online and/or hybrid courses is to maintain a quality education experience for our students in an alternate delivery method as well as to recognize and promote professional excellence and innovation in online/hybrid education.

Evaluation will include:

- Online student evaluations
- Online Faculty Evaluation Form and Rubric
- Online Syllabus Checklist
- Online course content and materials designed and/or utilized by the faculty, and
- Faculty Summary Evaluation Form

The responsible Dean may designate duties outlined in this section to another Academic Administrator.

The general faculty evaluation procedures as outlined in the *Tenure Review and Faculty Evaluation Manual* remain the same as for any probationary/contract, tenured faculty member, or part-time faculty member. There are three distinct aspects of Distance Education (DE) evaluation. They are as follows:

- Faculty members who teach online and/or a hybrid class shall be evaluated via the online evaluation procedures described in this section and via the online evaluation forms contained in this document
- Faculty who accept an online and/or hybrid class assignment should demonstrate the knowledge and skills necessary for effective online instruction. This may be demonstrated through successfully completing the District's DE Faculty Training certification program or an approved equivalent, as determined by the responsible Dean.

It is strongly recommended faculty evaluating online/hybrid instructors have knowledge, experience, and/or training in online/hybrid methodology.

If a class is hybrid, the online portion, not the face-to-face portion, is evaluated. However, if mutually agreed to in writing by the Dean, faculty evaluator, faculty member being evaluated, and SCEA, the face-to-face portion of a hybrid course may be evaluated in lieu of the online portion when appropriate.

Deans will submit a list of all faculty members undergoing evaluation of their online class section(s) and their corresponding evaluator(s) to the Institutional Support Services (ISS) office

or through the system designated by ISS. Upon request for access from the evaluator, the system or the designated personnel in the Online Learning Center will reference the list previously sent by the Dean. The class will then be made available to the evaluator based on the contractually agreed upon process. The evaluator will be given the role of “Evaluator” in the CMS. Any questions regarding access should be directed to the Dean and the Tenure Review Coordinator. The evaluator will have access to the online class for a period of one week within the evaluation window, with a minimum evaluation time of 50 minutes and a maximum evaluation time of 4 hours. If a problem prevents access to the class for the week or the 4-hour period, the evaluator should contact the Dean for a review of the circumstances. In the event of contractual or other concerns, the Tenure Review Committee may encourage the faculty member to contact SCEA.

### **Online Evaluation Procedures for Probationary/Contract Faculty Members:**

In addition to the general online/hybrid evaluation procedures articulated above, the following procedures apply:

1. Each semester and for the duration of the tenure review process, faculty members undergoing tenure review will be limited to teaching up to 50% of their regular teaching load to online or hybrid courses. The committee shall evaluate online as well as face-to-face courses equally.
2. The committee structure for online or hybrid courses shall be the same as any other probationary/contract Tenure Review Committee.
3. The probationary/contract faculty member will include in their tenure review portfolio a hard copy of the online or hybrid course syllabus and sample materials for each online/hybrid course taught.
4. The students enrolled in an online/hybrid class will be given the online student evaluation during the student evaluation window so that a report on the student evaluations may be compiled by Human Resources. Student anonymity will be maintained from administrators as well as from the instructor. The Dean will receive a report containing the results of the student evaluations from Human Resources and will share that information with the committee members and the faculty being evaluated. A copy will be provided to the Tenure Review Candidate.
5. The District-approved Faculty Evaluation Form O and Syllabus Checklist Form O (for online courses) will be completed by the Tenure Review Committee members by accessing the online course. The evaluator will evaluate one week of instruction or the equivalent, as determined in consultation with the instructor. The evaluator will arrange a meeting to review the course evaluation within one week of evaluating the online/hybrid course.
6. When the tenured faculty member completes his/her evaluation of the instructor’s online or hybrid course, the faculty evaluator will send an email to the instructor within 48 hours via the District email system to inform the instructor that the online class observation has

been completed. This email will serve as documentation that the online or hybrid course was evaluated within the evaluation timelines.

7. Both the student evaluation report and the online faculty evaluations will be shared with the entire Tenure Review Committee at a meeting to draft the Summary Evaluation. This information shall be included in the faculty's Summary Evaluation and will be shared with the faculty member at the final meeting when the Summary Evaluation is reviewed with the candidate.

#### Online Evaluation Procedures for Tenured Faculty Members:

In addition to the general online/hybrid evaluation procedures articulated above, the following procedures apply:

1. If an observation takes place, evaluator(s) for online or hybrid courses shall be the same as any other tenured faculty member evaluation and as such, may include a peer from the faculty's discipline or department and/or the responsible Dean.
2. Students enrolled in the online or hybrid class will be given the online student evaluations during the student evaluation window so that a report on the student evaluations may be compiled by Human Resources. Students' anonymity will be maintained from administrators as well as from the instructor. The Dean will receive a report containing the results of the student evaluations and will share that information with both the peer and the faculty member being evaluated. A copy will be given to the faculty member being evaluated.
3. The District-approved Faculty Evaluation Form O and Syllabus Checklist Form O (for online courses) will be completed by tenured peer and/or responsible Dean by accessing the online course. The evaluator will evaluate one week of instruction or the equivalent, as determined in consultation with the instructor. A copy of the evaluation will be given to the faculty member being evaluated after required signatures are complete.
4. When the tenured faculty member completes his/her evaluation of the instructor's online or hybrid course, the send an email to the instructor within 48 hours via the District email system to inform the instructor that the online class observation has been completed. This email will serve as documentation that the online or hybrid course was evaluated within the evaluation timelines.
5. Both the Student Evaluation report and the Online Faculty Evaluation(s) will be shared with the faculty member being evaluated. This information shall be included in the faculty's Summary Evaluation and a copy given to the faculty member.

#### Online Evaluation Procedures for Part-Time Faculty Members:

In addition to the general online/hybrid evaluation procedures articulated above, the following procedures apply:

1. Part-time faculty members will be approved for online or hybrid courses by the respective responsible Dean in consultation with Department Chair prior to receiving an assignment for one.
2. The part-time faculty member will include a hard copy of the online or hybrid course syllabus and sample materials for each online or hybrid course taught for the faculty evaluating them for review.
3. The students enrolled in the online or hybrid class will be given the online student evaluations during the student evaluation window so that a report on the student evaluations may be compiled by Human Resources. Students' anonymity will be maintained from administrators as well as from the instructor. The Dean will receive a report containing the results of the student evaluations and will share that information with both the Department Chair or peer and the part-time faculty member being evaluated. A copy will be given to the member.

Probationary faculty shall have all of their contracted assignments evaluated by students.

4. The District-approved Faculty Evaluation Form O and Syllabus Checklist Form O (for online courses) will be completed by the full-time faculty member or responsible Dean by accessing the online course. The evaluator will evaluate one week of instruction or the equivalent, as determined in consultation with the instructor. A copy of the evaluation will be given to the part-time faculty member after required signatures are complete.
5. When the full-time faculty member completes his/her evaluation of the instructor's online or hybrid course, the full-time faculty evaluator send an email to the instructor within 48 hours via the District email system to inform the instructor that the online class observation has been completed. This email will serve as documentation that the online course was evaluated within the evaluation timelines.
6. Both the Student Evaluation report and the Online Faculty Evaluations will be used to draft the Summary Evaluation of the Part-Time Faculty member. This information shall be included in the Part-Time Faculty member's Summary Evaluation.
7. The Vesting Policy applies to all courses including those courses taught online as well as hybrid courses.