

3.7.2 The institution regularly evaluates the effectiveness of each faculty member in accord with published criteria, regardless of contractual or tenured status. **(Faculty evaluation)**

Compliance Status: Compliance

The College of Coastal Georgia evaluates both full-time and part-time faculty members.

Full-Time Faculty

The College evaluates each of its full-time faculty annually, and this evaluation consists of four components. The first component is [student evaluations](#). The second component is a [classroom observation](#) by a School Dean. The third component is a [self-evaluation report](#) written by each faculty member. The fourth component is a comprehensive standardized evaluation form completed by the School Dean.

Student Evaluations

Students have the opportunity to fill out an on-line evaluation of every class they take. They evaluate the teaching effectiveness of the instructor, the teaching materials they use, and the laboratory component of the class, where applicable. In regards to teaching effectiveness, students evaluate things like effective time management, fairness of grades, and encouraging student engagement. In the area of teaching materials, students rate the actual materials, as well as the effectiveness of the class in improving their critical thinking skills. For the laboratory, students evaluate how well it enhanced lecture concepts, as well as the organization and grading of the lab.

Classroom Observation

Each year, the School Dean conducts an observation of each faculty member teaching a class. They fill out a form that evaluates the teaching based on knowledge, preparation and student engagement. Each area is rated on a 4-point scale:

- Outstanding: 4
- Exceeds Expectations: 3-4
- Meets Expectations: 2-3
- Falls Short of Expectations: 1-2
- Unsatisfactory: 0-1

Self-Evaluation Report

Every year, each faculty member completes a comprehensive self-evaluation report, in which he/she describe his/her performance in three areas: teaching, service to the institution and community, and professional development.

Comprehensive Evaluation

Each year, School Deans conduct a comprehensive evaluation of each faculty member. They evaluate the faculty member according to three criteria: teaching, service to the institution and community, and professional development. The level of performance in each area is rated on a 4-point scale:

- Outstanding: 3.6-4.0
- Exceeds Expectations: 2.6-3.5
- Meets Expectations: 1.6-2.5
- Needs Improvement: 0.6-1.5
- Does Not Meet Expectations: 0-0.5

Part-Time Faculty

Part-time faculty undergoes an annual classroom observation by the School Dean, and their classes are evaluated by students in the same way as full-time faculty. A [sample evaluation](#) of a part-time faculty member is provided.

Tenure-Track Faculty

In addition to the annual review process, each tenure-track faculty member is subject to a pre- and post-tenure review process. Each tenure track faculty undergoes formal review after 3 years on tenure-track to determine how they are progressing toward promotion/tenure. This cumulative review is evaluated by the School Dean and the Vice President for Academic Affairs. Tenured faculty also undergoes a cumulative post-tenure review every five years. The tenure-track faculty review process is outlined in the *2010-2011 College of Coastal Georgia [Full-Time Faculty Handbook](#)*.

Supporting Documentation

[College of Coastal Georgia Online Student Evaluation Form \(screen shot\)](#)

[Classroom Observation Form](#)

[College of Coastal Georgia Self-Evaluation/Dean's Evaluation Form](#)

College of Coastal Georgia faculty evaluation samples

- [School of Arts, Humanities and Social Sciences faculty evaluation](#)
- [School of Business and Public Affairs faculty evaluation](#)
- [School of Education and teacher preparation faculty evaluation](#)
- [School of Mathematics and Natural Sciences faculty evaluation](#)
- [School of Nursing and Health Sciences faculty evaluation](#)
- [Part-time faculty evaluation](#)

[2010-2011 College of Coastal Georgia Full-Time Faculty Handbook](#)