

# Faculty Evaluation Guide Supplement for Associate Deans and Faculty

## Clarifications, rubric, and instructions for using rubric

### Purpose

This guide is intended to provide consistent guidance for implementing Article 10 and Appendices C, D, and D (Part B) of the Delta College and DCFA 2022-2025 Collective Bargaining Agreement (the “CBA”).

It is made up of two parts:

- I. Purpose
- II. Rubric

This is not intended to be a static document. Its primary initial purpose is to support a new faculty evaluation process at Delta College established by the CBA, and to facilitate consistent and objective implementation of this new process.

Instructions:

The rubric **provides examples** of achievements, activities, behaviors, and practices reflecting on performance that Meets or Exceeds Expectations, Partially Meets Expectations, and Does Not Meet Expectations in each evaluation category and subcategory in CBA Appendix C.

The rubric is not meant to be a checklist. Each faculty member is not required to show completion of each example. Some examples may not apply to each faculty member.

Unless otherwise provided in CBA Article X, Faculty are required to complete the relevant sections of the Appendix C Faculty Evaluation Form each year, including the “Self-Rating” sections. Faculty may use the rubric below to assist them in completing those sections and in organizing and arranging their reflections in the Faculty Evaluation Form. The rubric may also provide ideas for activities to pursue in the different categories to achieve the identified rating.

Associate Deans (and any other Administrators charged with evaluating Faculty) will use the rubric to guide the ratings for each faculty member in each category.

**Rubric Descriptors References: CBA Appendix: Section II Evaluation Form**

<p><b>Meets or Exceeds Expectations (ME/EE):</b> Consistently meets and/or exceeds the performance standards expected of Faculty at their current rank. Demonstrates continuous growth in the performance evaluation categories since the last evaluation.</p>	<p><b>Partially Meets Expectations (PME):</b> Exhibits deficiencies in meeting the performance standards expected of Faculty at their current rank in one or more areas of the specific category, even when growth has been exhibited.</p>	<p><b>Does Not Meet Expectations (DNME):</b> Significant failure in meeting the performance standards expected of Faculty at their current rank without supporting rationale, even when growth has been exhibited.</p>
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**Category A: Demonstrated Teaching Effectiveness.** Performance in the areas identified below, with particular emphasis on engagement in continuous improvement toward excellence in BEDI; innovation; and student academic development, retention, and completion. *Consider Course Design, Pedagogy, and Assessment of Student Learning as described in the Faculty Evaluation Guide.*

<b><u>ME/EE - EXAMPLES</u></b>	<b><u>PME – EXAMPLES</u></b>	<b><u>DNME - EXAMPLES</u></b>
<p><b>A) Course Design</b> Through classroom (physical or virtual) instruction and instructional materials, course outcomes and objectives are met using a variety of activities and discussions. The activities and discussions are effectively sequenced and effectively engage students with content and each other.</p> <p><b>B) Pedagogy</b> Teaching techniques and materials promote curiosity, critical thinking, intrinsic motivation, and participation from all students throughout the semester and demonstrate an inclusive pedagogy in the classroom.</p> <p><b>C) Assessment of Student Learning</b> Assessments of assignments, projects and tests are effectively sequenced, appropriate for the level of learners, and aligned with sequenced learning outcomes and overall course objectives. Assessment criteria are clear and communicated to students in a timely manner to be used as a learning opportunity.</p>	<p><b>A) Course Design</b> The requirements in ME/EE are met, except that activities and discussions are not effectively sequenced or do not effectively engage students with content or each other.</p> <p><b>B) Pedagogy</b> The requirements in ME/EE are met, except that there is insufficient evidence of inclusive pedagogy in the classroom.</p> <p><b>C) Assessment of Student Learning</b> The requirements in ME/EE are met, except that assessment tools lack balanced sequencing or grading criteria are not communicated effectively to students.</p>	<p><b>A) Course Design</b> None of the requirements in ME/EE are met. Instructional materials may rely heavily on publisher or third party created materials.</p> <p><b>B) Pedagogy</b> None of the requirements in ME/EE are met.</p> <p><b>C) Assessment of Student Learning</b> None of the requirements in ME/EE are met.</p>

**Category B: Demonstrated Professional Development.** Formal and informal professional development activities related to continuous improvement in teaching effectiveness, with an emphasis in BEDI; innovation; and student academic development, retention, and completion. *Consider evidence of continuing education in the subject area, evidence of involvement in college workshops or developmental activities, presentations, and contributions to the professional community as described in CBA Appendix C.*

**ME/EE - EXAMPLES**

**A) Continued Education in the Subject Area**

Completes study in the teaching subject (graduate), or in teaching (undergraduate or graduate), or in BEDI principles beyond that merely necessary to maintain required credentials. Demonstrates exemplary performance in most other examples listed under “continued education in the subject area” in CBA Appendix C.

**B) Involvement in College Workshops or Developmental Activities**

Attendance at all required workshops, training, or development activities.

**C) Presentations**

Lists titles, dates, and events of presentations of division meetings, Faculty Forum, College Board of Trustees meetings, FCTE event, or faculty development event.

List titles, dates, and events of presentations to off-campus meetings, professional group meetings, or area conferences (related to your subject area(s)).

**D) Contributions to the Professional Community**

Demonstrate contributions to the professional community (authoring of book or articles; holding offices; consulting; receiving awards/honors; presentations to professional, national, or discipline-related conferences).

**PME - EXAMPLES**

**A) Continued Education in the Subject Area**

The requirements in ME/EE are met, except that the Faculty member only completes coursework (credit, non-credit, or training) necessary to maintain required credentials.

**B) Involvement in College Workshops or Developmental Activities**

**C) Presentations**

The requirements for ME/EE are not met, but the Faculty member attended off-campus meetings, professional group meetings, or area conferences related to their specialty area.

**D) Contributions to the Professional Community**

The requirements in ME/EE are not met, but the Faculty member engages in a volunteer service role in a Professional Organization,\* or contributes (less contribution than co-author) to scholarly presentation or peer-reviewed publication related to teaching assignment at Delta College.

**DNME - EXAMPLES**

**A) Continued Education in the Subject Area**

None of the requirements in ME/EE are met. For example, the Faculty member may merely subscribe to professional journals or purchases books.

**B) Involvement in College Workshops or Developmental Activities**

Did not attend required workshops, training, or development activities.

**C) Presentations**

The requirements in neither ME/EE nor PME are met.

**D) Contributions to the Professional Community**

The requirements in neither ME/EE nor PME are met. For example, the Faculty member may merely be a member in a professional organization.

\*A “Professional organization” or conference is understood to be an organization directly related to the subject matter teaching assignment, or to teaching at Delta College, or to BEDI at Delta College.

**Category C: Demonstrated Leadership (if applicable).** Leadership activities related to teaching assignment and BEDI; innovation; and student academic development, retention, and completion. Examples of demonstrated leadership may include leading collaborative work (such as writing textbooks or OERs with a collective group), appropriate elected/appointed internal or external leadership roles in professional and community organizations, and leading organized student activities. *Consider evidence of active leadership and mentoring as described in the Faculty Evaluation Guide.*

<b><u>ME/EE - EXAMPLES</u></b>	<b><u>PME - EXAMPLES</u></b>	<b><u>DNME - EXAMPLES</u></b>
<p><b>A) Leadership on Division, Faculty, and College Committees</b> Elected or appointed faculty leadership responsibilities on at least one program/discipline, division, or college-wide committee.</p> <p><b>B) Leadership on State, Regional, and/or National Committees / Professional Organizations.</b> Elected or appointed officer or special committee leadership in state, regional, or national professional organization*.</p> <p><b>C) Added Value to the College Community</b> Implementation of BEDI-related pedagogy or assessment at the program/discipline level, and significant intentional activity to serve underserved populations or added value to the College community through leadership influence</p> <p><b>D) Mentoring of Faculty and Students.</b> Leadership role in Promotion/Tenure process, sponsors or organizes student organization events, or serves as a student club advisor.</p>	<p><b>A) Leadership on Division, Faculty, and College Committees</b> The requirements in ME/EE are not met, but the Faculty member is an active participant on program/discipline, division, and college-wide committees.</p> <p><b>B) Leadership on State, Regional, and/or National Committees / Professional Organizations.</b> The requirements in ME/EE are not met, but the Faculty member participates in a volunteer service role in Professional Organization*</p> <p><b>C) Added Value to the College Community</b> The requirements in ME/EE are not met, but the Faculty member participates in Division, Program, or Discipline activity for BEDI-related pedagogy or assessment or underserved populations.</p> <p><b>D) Mentoring of Faculty and Students.</b> The requirements in ME/EE are not met, but the Faculty member participates on a committee in the Promotion/Tenure process or attends student organization events.</p>	<p><b>A) Leadership on Division, Faculty, and College Committees</b> The requirements in neither ME/EE nor PME are met.</p> <p><b>B) Leadership on State, Regional, and/or National Committees / Professional Organizations.</b> The requirements in neither ME/EE nor PME are met. For example, the Faculty member may merely be a member in a Professional Organization*</p> <p><b>C) Added Value to the College Community</b> The requirements in neither ME/EE nor PME are met.</p> <p><b>D) Mentoring of Faculty and Students.</b> The requirements in neither ME/EE nor PME are met.</p>

\*A "Professional organization" is understood to be an organization directly related to the subject matter teaching assignment, or to teaching at Delta College, or to BEDI at the College.

**Category D: Demonstrated Service to Delta College.** Service to Delta College emphasizing BEDI; innovation; and student academic development, retention, and completion; active participation on division, faculty, and college committees including program advisory committee; active participation in program and /or College accreditation processes and Program Review processes; and involvement in student and/or College-related community activities. *Consider evidence of service as described in the Faculty Evaluation Guide.*

<b><u>ME/EE - EXAMPLES</u></b>	<b><u>PME - EXAMPLES</u></b>	<b><u>DNME - EXAMPLES</u></b>
<p><b>A) Participation in Program and /or College Accreditation Processes and Program Review Processes.</b> Leadership in or significant and timely contribution to accreditation, program review, or assessment activities.</p> <p><b>B) Service with Community Entities to Promote Delta College.</b> Serves as a representative for Delta College at community events or activities, or serves a community entity by sitting on its Board or substantial involvement in the organization.</p> <p><b>C) Involvement in Student and/or College-related Community Activities.</b> Club advisor, faculty liaison, or active committee member in organizations or activities that assist in student and college community building.</p> <p><b>D) Participation on Division, Faculty, and College Committees including Program Advisory Committees.</b> Leadership or recognized service in college-wide committees such as CIBE or related sub-committees, Curriculum Council, Advisory Committees, GECAC, SLAC, OER, or the eLearning Committee or other division, faculty or college committees.</p>	<p><b>A) Participation in Program and /or College Accreditation Processes and Program Review Processes.</b> The requirements in ME/EE are not met, but Faculty member attends program accreditation activities and activities for accreditation site visits.</p> <p><b>B) Service with Community Entities to Promote Delta College.</b> The requirements in ME/EE are not met, but the Faculty member attends community events at which Delta College is featured.</p> <p><b>C) Involvement in Student and/or College-related Community Activities.</b> The requirements in ME/EE are not met, but the Faculty member participates in community activities that promote BEDI, retention, completion, and community building.</p> <p><b>D) Participation on Division, Faculty, and College Committees including Program Advisory Committees.</b> The requirements in ME/EE are not met, but the Faculty member attends and participates in the meetings listed in ME/EE.</p>	<p><b>A) Participation in Program and /or College Accreditation Processes and Program Review Processes.</b> The requirements in neither ME/EE nor PME are met. For example, the Faculty member merely submits required section level data.</p> <p><b>B) Service with Community Entities to Promote Delta College.</b> The requirements in neither ME/EE nor PME are met. For example, the Faculty member merely attends general community events.</p> <p><b>C) Involvement in Student and/or College-related Community Activities.</b> The requirements in neither ME/EE nor PME are met. For example, the Faculty member merely attends or participates in general community activities.</p> <p><b>D) Participation on Division, Faculty, and College Committees including Program Advisory Committees.</b> The requirements in neither ME/EE nor PME are not. For example, the Faculty member is merely a member of the committees listed in ME/EE.</p>

**Category E:** Collegiality and collaboration with Delta College employees. Focus on highlights since the last evaluation. *Consider evidence of collegiality and collaboration as described in the Faculty Evaluation Guide.*

<b>Demonstrated Collegiality and Collaboration</b>		
<p><b><u>ME/EE - EXAMPLES</u></b>  Encourages a positive work environment promoting BEDI through friendly/engaged/approachable interactions with colleagues and through the sharing of ideas, best practices, and mentoring. Initiates such interactions and sharing.</p>	<p><b><u>PME - EXAMPLES</u></b>  The requirements in ME/EE are not met, but the Faculty member participates in BEDI through friendly/engaged/approachable interactions with colleagues and through the sharing of ideas, best practices, and mentoring.</p>	<p><b><u>DNME - EXAMPLES</u></b>  The requirements in neither ME/EE nor PME are met.</p>