



COLLEGE of
CENTRAL
FLORIDA

COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Annual Performance Review of Faculty

Page 1 of 3

Implementing Procedure For Policy #4.11

Date Approved: 12/05/02

Date Revised: 01/18/06

Date Revised: 01/16/08

Division: Instructional Affairs

The Dean, Director, Associate Dean, Instructional Manager or designee will complete the CF Adjunct Observation form annually. Adjunct faculty who have been an adjunct at the College for three or more years will receive bi-annual reviews.

The Dean, Director, Associate Dean or Instructional Manager will conduct annual performance reviews of all faculty on annual contract. Faculty holding a continuing contract will be reviewed once every two years. As new continuing contract faculty are added to the list, they will be placed in the appropriate year to begin the once every two years self-review.

Performance review of faculty includes the following:

Student Review of Faculty including Librarians (does not apply to Counselors):

- Student review of faculty during fall and spring terms begins before the last day to drop without an "F."
- Student review of faculty completed and returned to the Office for Institutional Effectiveness for analysis.
- Student review takes place during fall and spring terms in **all classes** taught by faculty on annual contract. Reviews are analyzed and returned to the faculty members and the respective supervisor.
- Continuing contract faculty conduct student reviews during fall and spring terms in a minimum of three (3) classes each term; more classes may be completed if the faculty member chooses to do so. Student reviews of faculty participating in the review process are analyzed. All student reviews are returned to the faculty member and his or her supervisor for discussion either during the annual performance review or during the discussion of the professional development plan.

Performance Review of Adjunct Faculty

- Faculty performance review process begins in January.
- Dean, Director, Associate Dean, Program Facilitator, or designee completes the CF Adjunct Observation form. If deemed necessary, a conference between the adjunct faculty member and his or her supervisor will be held to discuss the results of the review. (If a conference is held, the adjunct faculty member's signature will be required on the CF Adjunct Observation form.)
- Completed forms will be forwarded to the Dean for review and signature. The CF Adjunct Observation form is forwarded to the Chief Academic Officer for final review and signature.
- CF Adjunct Observation form will be sent to Human Resources for inclusion in the adjunct faculty member's personnel file.

Performance Review of Faculty (including Counselors and Librarians) on Annual Contract by Peer, Self & Supervisor:

- Faculty performance review process begins in January.
- Each faculty member completes a self-review using the form provided by the Chief Academic Officer.
- Each faculty member selects another faculty member of his or her choice to serve as a peer reviewer. The peer review is completed using the form provided by the Chief Academic Officer. The name of the peer reviewer selected will be communicated to the faculty member's supervisor. **The results of the peer review are confidential.** The faculty member will notify the supervisor when this task is completed.
- Faculty member develops a Professional Development Plan (PDP) using the form provided by the Chief Academic Officer.
- A conference between the faculty member and his or her supervisor will be held to discuss the results of the student reviews, self-review and PDP.
- Results of the performance review conference, using the form provided by the Chief Academic Officer, along with the PDP and recommendations form, are sent to the Chief Academic Officer for review and signature. Counselor's results are forwarded to Vice President for Student Affairs, or designee, and then forwarded to Chief Academic Officer.
- The above performance review form, the PDP and the faculty recommendations form are sent to Human Resources for inclusion in the faculty member's personnel file.
- Annual contract faculty **eligible** for continuing contract submitted by the Chief Academic Officer to the College President.
- Annual contract faculty **eligible** for **2nd, 3rd or 4th** annual contract submitted by the Chief Academic Officer to the College President.

Performance Review of Continuing Contract Faculty (including Counselors and Librarians) by Peer, Self & Supervisor:

- Performance review process of continuing contract faculty begins in January.
- Each faculty member completes a self-review using the form provided by the Chief Academic Officer.
- Each faculty member selects another faculty member of his or her choice to serve as a peer reviewer. The peer review is completed using the form provided by the Chief Academic Officer. The name of the peer reviewer selected will be communicated to the faculty member's supervisor. **The results of the peer review are confidential.** The faculty member will notify the supervisor when this task is completed.
- Faculty member develops a Professional Development Plan (PDP) using the form provided by the Chief Academic Officer.
- A conference between the faculty member and his or her supervisor will be held to discuss the results of the student evaluations, self-review and PDP.

- Results of the performance review conference, using the form provided by the Chief Academic Officer, along with the PDP are sent to the Chief Academic Officer for review and signature. Counselor's results are forwarded to Vice President for Student Affairs, or designee, and then forwarded to Chief Academic Officer.
- Supervisor review form and PDP are sent to Human Resources for inclusion in the faculty member's personnel file.
- Chief Academic Officer sends recommendations for continuing contract to College President.

Vice President for Instructional Affairs

Date

Approved by President

Date