
TENURE REVIEW & FACULTY EVALUATION MANUAL

Evaluation Procedures for Faculty Teaching Online/Hybrid Courses

The purpose of evaluating faculty teaching online and/or hybrid courses is to maintain quality education experience for our student 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 course content and materials designed and/or utilized by the faculty, and
- A Faculty Summary Evaluation.

It is agreed that in this new era of education, the college community must find ways to meet students' educational needs in new and innovative ways using modern technology, which necessitates a change in evaluation procedures. While the timeline for evaluation remains the same as for any probationary/contract or tenured faculty member, there are three significantly different tenets with which all faculty teaching hybrid and online courses agree. They are as follows:

- Faculty members who accept an online and/or hybrid class assignment agree to the use of the online evaluation procedures described in this section.
- Faculty members who accept an online and/or hybrid class assignment also agree to the use of the approved Online Forms contained in this document for their evaluation.
- Faculty members who accept an online and/or hybrid class assignment will complete a training specifically designed for online instructors and will demonstrate completion with the SWC Online Teaching Certificate or equivalent*. (* = currently in development)

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

Online Evaluation Procedures for Probationary/Contract Faculty Members:

1. Faculty members who wish to teach online or hybrid courses will complete a SWC Online Teaching Certificate as proof of ability to do so. Faculty members will have one year to complete the certification.
2. Each semester and for the duration of the tenure review process, faculty members undergoing Tenure Review will be limited to teaching up to 60% of their regular teaching load to online or hybrid courses. The Committee shall evaluate Online as well as face to face courses equally.
3. The committee structure online or hybrid courses for shall be the same as any other probationary/contract tenure review committee.

4. The timelines used for online or hybrid courses shall be the same as those used for any other probationary/contract tenure review faculty.
5. The probationary/contract faculty member will include a hard copy of the online or hybrid course syllabus and sample materials for each online/hybrid course taught in their tenure review portfolio and will also make the course(s) available to the faculty members and administrator evaluating them.
6. The students enrolled in an online class will be given the online student evaluations in a timely manner 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 both the peer and the faculty being evaluated. A copy will be given to the Tenure Review Candidate.
7. The approved Faculty Evaluation Form O (For Online courses) will be completed by the tenure review committee members and School Dean for online courses by accessing the online course. Each tenure review committee member and the Dean will arrange a meeting to review the course evaluation within one week of evaluating the online course. A copy of the evaluation will be given to the Candidate at that time.
8. When the tenured faculty member completes his/her evaluation of the Tenure Review Candidate's online or hybrid course, the tenured faculty member will post a query on the probationary member's Blackboard/Course Management System discussion board component under Questions for Instructor that includes the following at minimum: "I have completed my online evaluation of your course. I will contact you to set up a time to review the evaluation and will complete the evaluation review within the next week." This posted response will serve as documentation that the online or hybrid course was evaluated within the evaluation timelines.
9. 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:

1. Faculty members will have completed the SWC Online Teaching Certificate in order to be eligible for an online or hybrid course assignment. Faculty members will have one year to complete the certification.
2. The committee structure for online or hybrid courses shall be the same as any other Tenured Faculty member evaluation and as such, will include a peer from the faculty's discipline or department and the cognizant Dean.
3. The timelines used online or hybrid courses shall be the same as those used for any other Tenured Faculty member evaluation.

4. The Tenured Faculty member will make the online or hybrid course(s) available to the peer who is evaluating him/her as well as to the cognizant Dean.
5. Students enrolled in the online or hybrid class will be given the online student evaluations in a timely manner 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 being evaluated. A copy will be given to the faculty member being evaluated.
6. The District approved Faculty Evaluation Form O (for Online & Hybrid Courses) will be completed by tenured peer and/or cognizant Dean by accessing the online or hybrid course. The peer and/or the Dean will arrange a meeting to review the course evaluation within one week of evaluating the online or hybrid course. A copy of the evaluation will be given to the Faculty member being evaluated at that time.
7. When the tenured faculty member completes his/her evaluation of his peer's online or hybrid course, the tenured faculty member will post a query on the faculty member's Blackboard discussion board component under Questions for Instructor that includes the following at minimum: "I have completed my online evaluation of your course. I will contact you to set up a time to review the evaluation and will complete the evaluation review within the next week." This posted response will serve as documentation that the online course was evaluated within the evaluation timelines.
8. 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:

1. Part-Time Faculty members will be approved for online or hybrid courses by the respective cognizant School Dean in consultation with Department Chair prior to receiving an assignment for one.
2. Part-Time Faculty members will have completed the SWC Online Teaching Certificate* in order to be eligible for an online or hybrid class assignment. (*= still in development) Faculty have one year to complete the certification.
3. The evaluation procedure for online and hybrid courses shall be the same as any other Part-Time Faculty member.
4. The timelines used for online and hybrid courses shall be the same as those used for any other Part-Time Faculty member.
5. 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 and will also make the course(s) available to the faculty/Department Chair and/or administrator evaluating them.
6. The students enrolled in the online or hybrid class will be given the online student evaluations in a timely manner 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.

7. The approved Online Faculty Evaluation form will be completed by the tenure review committee members or peer and cognizant Dean by accessing the online course. The Department Chair or peer and/or the Dean will arrange a meeting to review the course evaluation within one week of evaluating the online course. A copy of the evaluation will be given to the Part-Time Faculty member at that time.
8. When the tenured faculty member completes his/her evaluation of the Part-Time Faculty member's online or hybrid course, the Tenured Faculty member will post a query on the Part-Time Faculty member's Blackboard discussion board component under Questions for Instructor that includes the following at minimum:

"I have completed my online evaluation of your course. I will contact you to set up a time to review the evaluation and will complete the evaluation review within the next week."

This posted response will serve as documentation that the online course was evaluated within the evaluation timelines.
9. Both the Student Evaluation report and the Online Faculty Evaluations will be shared at a meeting 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 and will be shared with the faculty member at the final meeting when the Summary Evaluation is reviewed.
10. The Vesting Policy applies to all courses including those courses taught online as well as hybrid courses.