



UNIVERSITY of HAWAII*
KAPI'OLANI
COMMUNITY COLLEGE

MEMORANDUM

July 1, 2014

TO: Vice Chancellor for Academic Affairs,
Vice Chancellor for Student Services,
Deans and Department Chairs

FROM: Leon Richards
Chancellor 

SUBJECT: KCC 5-year Faculty Review and Lecturer Evaluation Procedures

The two campus procedures that implement the two new UH Community College policies were presented and approved at the Chancellor's Advisory Council (CAC) meeting on June 24, 2014. They are the K9.203 Faculty Five-Year Review Procedures and the K9.104 Lecturer Evaluation Procedures.

The documents are attached to this memo and will be posted on Quill. Please note that these procedures are now in effect.

Mahalo.

Attachments (2)

K9.203 Faculty Five-Year Review Procedures

A. Purpose

Kapi'olani Community College is committed to effective teaching and successful learning. Successful student learning is measured, in part, by ongoing assessment of faculty who provide direct instruction and student and academic support. Given that commitment, and in accordance with Board of Regents policy, all faculty are evaluated at least once within a five-year period. These evaluations are based on the faculty classification plan, which documents faculty expectations at each rank. Based upon these evaluation results, the College can provide professional development opportunities for faculty members who can benefit from them.

B. Related University Policies

Faculty Evaluation Procedures are created as a means to implement key components of the following University of Hawai'i policies:

- Board of Regents By-Laws and Policies, Section 9-15, October 16, 1981.
- Evaluation of Board of Regents Appointees, Executive Policy 9.203, October 1981.
- University of Hawai'i Community Colleges (UHCC) Faculty Five-Year Review policy, UHCCP #9.203, September 2013.

C. Eligibility and Procedures

Faculty members shall be evaluated based on the criteria outlined in the UHCC Faculty Classification Plan at least once within a five-year period through one of the following mechanisms:

1. **Contract renewal:** Faculty members undergoing contract renewal for reappointment are subject to departmental review according to established departmental personnel committee procedures, campus procedures, and the bargaining unit agreement. The review cycle is every one or two years, depending on the nature of the faculty member's appointment. The relevant campus-wide guidelines and forms are available at quill.kcc.hawaii.edu/page/facultyforms.html.
2. **Tenure and/or promotion:** Faculty members eligible for tenure and/or promotion are subject to departmental review according to established departmental personnel committee procedures, University of Hawai'i Community College procedures, and bargaining unit agreement. The relevant University of Hawai'i Community College guidelines and forms are available at quill.kcc.hawaii.edu/page/facultyforms.html. Unsuccessful promotions are not considered an evaluation for purposes of this policy;

however, the unsuccessful promotion document may be submitted for the five-year review.

3. Faculty members who have not otherwise submitted evaluation documents in the preceding five years are subject to the five-year review policy, procedures for which are outlined in the Appendix.
4. Faculty members who submit forms to retire by June 30 of the year they are eligible for a five-year review will be exempt from the five-year review process. However, if the faculty member rescinds the application for retirement, he/she must submit documents for a five-year evaluation within 30 days of the rescission.

The effective date for the result of all these review processes will be August 1 of the Fall semester following the submittal.

June 24, 2014

APPENDIX
Kapi'olani Community College
Five-Year Review Procedures

Kapi'olani Community College is committed to excellence in teaching and learning. As part of this commitment and in compliance with Board of Regents executive policy E9.203 and UHCCP #9.203, faculty are required to submit self-assessments at least every five years. A faculty member who has not otherwise undergone evaluation in the preceding five years shall submit a self assessment following guidelines established by his/her department or unit according to the timeline below.

Responsibilities, Timeline, and Procedures

- A. The **Chancellor** or designee shall consult with faculty members who may believe that their evaluations were unwarranted or inappropriate.

- B. The **Vice Chancellor for Academic Affairs or Vice Chancellor for Student Affairs** shall:
 - 1. Notify faculty members of their scheduled five-year evaluations with a copy to their respective Department Chair or equivalent by May 1 during the academic year prior to the scheduled evaluations.
 - 2. Submit by February 28 of each year a completion report to the Chancellor on the year's review, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable.

- C. **Faculty members** who have been notified that they are scheduled for a five-year review shall submit a review document to their Department Chair or equivalent by February 1.

- D. The **Department Chair* or equivalent** shall:
 - 1. Review the five-year review documents submitted by eligible faculty.

 - 2. Meet with the faculty member to share his/her recommendations prior to submitting his/her report to the Vice Chancellor for Academic Affairs or Vice Chancellor for Student Affairs.
 - a. If the evaluation reveals meritorious performance, the Department Chair or equivalent informs the faculty member of the availability of programs designed to recognize meritorious performance, e.g., annual merit awards, excellence in teaching award, internship, fellowship, etc.

- b. If the evaluation reveals a need for improvement, the faculty member and Department Chair or equivalent shall jointly develop a professional improvement plan; follow-up reviews on the progress being made may be scheduled for any year prior to the next five-year evaluation cycle, if appropriate. The plan may call for a variety of activities that require special resources, e.g., leaves of various types, attendance at special workshops or institutes, assistance in the preparation of grant applications, availability of computer hardware or software or training in the use of the same, or special assistance in new approaches to teaching. A successful plan will require both initiative on the part of the faculty member and the assurance from the College/Department that every effort is made to provide the necessary support out of available University resources.
3. Submit by February 15, a completion report to the Vice Chancellor for Academic Affairs or the Vice Chancellor for Student Affairs on the year's five-year evaluations, noting that the schedule was met, reporting any deviations, and reporting planned follow-up actions as applicable.

**If the Department Chair or equivalent is undergoing a Five-Year Review, the chair of the Departmental Personnel Committee shall perform the responsibilities of this section.*

If the faculty member believes that the results of the evaluation or the professional improvement plan are unwarranted or inappropriate, he/she may appeal to the Chancellor or his/her designee. The Chancellor will convene a Campus Faculty Review Committee which will consist of three members appointed as follows: the Chancellor shall appoint one member (who also shall Chair the Committee); the faculty member shall appoint one member; and the President of the University of Hawai'i Professional Assembly shall appoint one member. The Committee will review the documents, meet with the faculty member and appropriate administrators, if necessary, and make a recommendation to the Chancellor. If the Chancellor's decision is contrary to the Committee's recommendation, the Chancellor will meet with the Committee prior to rendering a final decision.

K9.104 Lecturer Evaluation Procedures

I. Purpose

Kapi'olani Community College is committed to effective teaching and successful learning. Successful student learning is measured, in part, by ongoing assessment of faculty, including lecturers, who provide direct instruction. Given that commitment, and in accordance with University of Hawai'i Community College policy, the College has established the procedures herein.

II. Related University Policies

These lecturer evaluation procedures are created as a means to implement key components of the following University of Hawai'i policy:

- University of Hawai'i Community Colleges (UHCC) Faculty Five-Year Review policy, UHCCP #9.104, December 2013.

III. Definition

Lecturer – Person employed to teach individual credit classes to meet demand that cannot be met by regular faculty or because of special expertise that the lecturer may bring to a class. The lecturer appointment is for the duration of the class.

IV. Responsibilities

The Chancellor or designee shall establish campus procedures and evaluation schedules for the lecturer evaluation process in accordance with this policy.

V. Guidelines

- A. Lecturers must meet the same academic qualifications as faculty members.
- B. The job responsibility for lecturers is limited to teaching the class, assessing student learning in the class, and providing for a limited amount of student contact through office hours or other communication means.
- C. The lecturer responsibility does not include curriculum development, development of student learning outcomes, college service, or other professional duties expected of faculty members.

D. Lecturers are expected to follow the course, program and institutional student learning outcomes and assessment methodologies as adopted by faculty members for the courses they are teaching.

E. Submittal Requirements

1. All lecturers at Step A shall be evaluated once each year; all lecturers at Step B shall be evaluated once every two years and all lecturers at Step C shall be evaluated once every four years. Evaluations may be required at more frequent intervals for lecturers at Steps B and C if there are concerns with the lecturer's performance.
2. Minimally, the lecturer evaluation submittal must include one peer evaluation, results of student evaluations for all classes taught, and a self analysis of:
 - a. Degree of attainment of student learning outcomes in the classes taught. It is understood that the lecturer is not solely responsible for the attainment of student learning outcomes by all students;
 - b. Instructional strategies and their effectiveness in the class;
 - c. Results of the peer and student evaluation and any planned actions as a result of the comments; and
 - d. Responses to prior evaluation recommendations, if any.

The frequency of peer evaluations may be reduced for lecturers at Step B or Step C.

3. The lecturer shall submit to the Department Chair a self-assessment, and peer and student evaluations. The Department Chair will provide feedback to the lecturer, including strengths and weaknesses, and make a recommendation on hire/re-hire to the program administrator. The lecturer will be notified by April 30 whether he/she remains in good standing and is eligible for assignment to classes.
4. Submission of an evaluation document by April 1 is a condition for re-hire in subsequent semesters.
5. Lecturers hired in the fall semester but who do not have spring assignments are responsible for submitting an evaluation document by April 1.
6. Lecturers hired in the spring semester are responsible for submitting an evaluation document by April 1. Departments may choose to reduce the requested information based on availability

at the time of submission, as appropriate.

7. In situations where lecturers are employed by more than one community college, the department chair will consult with colleagues on the other campus(es) on the lecturer's evaluation.

April 28, 2014