



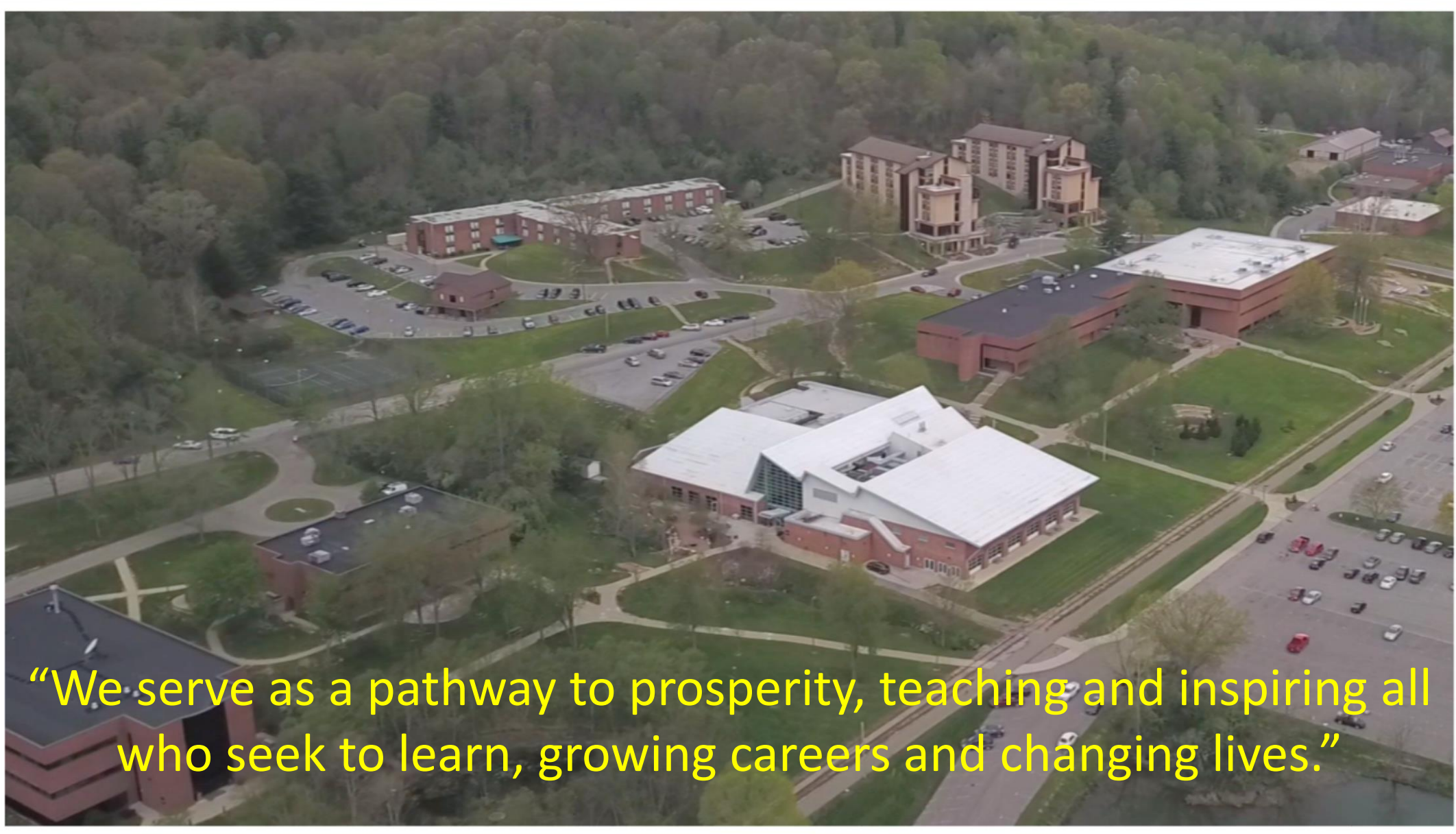
**HOCKING  
COLLEGE**



The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, layered effect on the right side of the slide.

# Developing a Faculty Evaluation Process: Core Component 3C

Jacqueline C. Hagerott, JD., LL.M.  
Vice President, Academic Affairs



“We serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.”

# Hocking College

Nelsonville, Ohio

Athens County (Est.1968)

**Enrollment: 2,500**

**Over 70+ Associate Degree & Certificate Programs**

**Dorms**

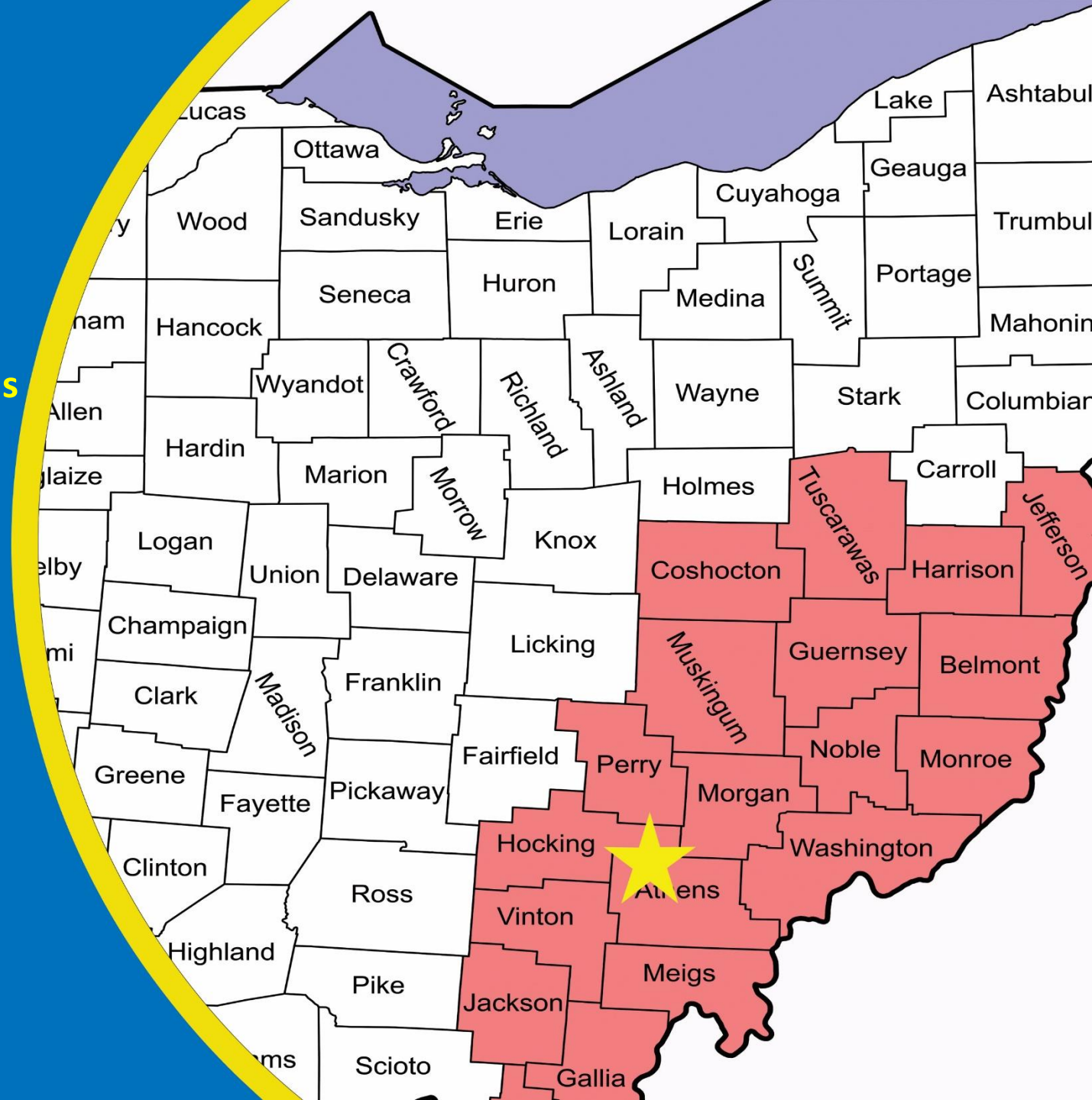
**Athletics**

**Campuses and Education Sites:**

- Main Campus – Nelsonville, Ohio
- Perry Campus – New Lexington, Ohio
- Education Sites:
  - Logan –Advanced Energy Institute
  - Star Sylvania
  - Myers Street

**Schools:**

- General Studies, Arts & Sciences
- Natural Resources & Public Safety
- Allied Health and Nursing
- Workforce Development







**Full campus life experience...**



# Developing a Faculty Evaluation Process: Core Component 3C

- ▶ History
- ▶ Faculty Evaluation Process
- ▶ Resources/Tools
- ▶ Lessons Learned

# History

- ▶ Reaffirmation of Accreditation:
  - ▶ Year of Last Reaffirmation of Accreditation: 2016 - 2017
- ▶ 07/13/2021, Mid-Cycle Review, Continue Accreditation with Monitoring. Year 4 Comprehensive Evaluation
- ▶ May 3, 2021 – Review Date
- ▶ July 16, 2021 - As a result of its Mid Cycle Review (May 3, 2021), Hocking College was required to submit an Interim Report (on faculty evaluations) in response formal notification and official record of action taken concerning Hocking College by the Institutional Actions Council (IAC) of the Higher Learning Commission
- ▶ May 5, 2023 – Interim Report due
- ▶ 05/18/2023, Interim Report, Accepted, no further action required
- ▶ Reaffirmation of Accreditation:
  - ▶ Year of Next Reaffirmation of Accreditation: 2026 - 2027

# History

## Core Component: 3.C

*The institution has the faculty and staff needed for effective, high-quality programs and student services.*

### Areas of Focus:

The Team recognized the need for self-assessment in any formal evaluation process as a good practice. However, self-assessment cannot be the only method by which faculty are evaluated to ensure quality teaching.

Faculty and staff both expressed concern with this means as their sole evaluation. Many faculty indicated that they have not completed this process regularly.



# History

## Core Component: 3.C

*The institution has the faculty and staff needed for effective, high-quality programs and student services.*

Action required by the Institutional Actions Council (IAC) :

The Team recommends that Hocking College submit an interim report by May 5, 2023 demonstrating completion of the following:

- ❑ Create a formal evaluation process for evaluating faculty, both full-time and adjunct.
- ❑ Demonstrate regular evaluation of all faculty, both full-time and adjunct, through this new process.
- ❑ Meet with faculty and discuss the evaluation.
- ❑ Document these evaluations in faculty personnel files.

# History

To address the concerns identified by the Team identified in the *Areas of Focus* outlined above, Hocking College created a Faculty Evaluation Workgroup that consisted of faculty, academic leaders, and Deans who were charged to develop a formal faculty evaluation process for evaluating faculty, both full-time and adjunct.



# History - Timeline

- ▶ January 26, 2022 – Teaching and Learning Discussion among all faculty on the topic: “Aspects of Evaluate and Evidence.” See Appendix A.
- ▶ February 9, 2022 – Faculty Evaluation Workgroup (hereinafter “Workgroup”) including faculty, academic leaders, and deans met to develop the faculty evaluation process. See Appendix B.
- ▶ February 16, 2022 – Workgroup met to finalize template and process.
- ▶ February 23, 2022 – Teaching and Learning Discussion among all faculty on the topic: “Outline Faculty Evaluation Process.” See Appendix C.
- ▶ April 28, 2023 – Deadline to complete Faculty Evaluations for Academic Year 2022 – 2023 evaluation cycle.
- ▶ May 2023 – Meet with faculty to review the process and discuss proposed changes, if any.
- ▶ July 1, 2023 – publish faculty evaluation procedures.
- ▶ August 2023 – the VP of Academic Affairs shares the Academic Year 2023 – 2024 evaluation cycle spreadsheet with Deans for implementation and completion by the last day of Spring semester 2024.

# Faculty Evaluation Process

- ▶ Step One: Evaluation Cycle Spreadsheet
- ▶ Step Two: Evaluation Documentation
- ▶ Step Three: Faculty Meeting
- ▶ Step Four: Completion and Next Steps

See: Faculty Evaluation Process Instructions



# Resources/Tools

- ▶ Faculty Evaluation Process
- ▶ Faculty Evaluation Verification Form
- ▶ Faculty Evaluation Review Meeting Summary Form
- ▶ Instructor Observation Rubric
- ▶ Faculty Teaching Philosophy and Service Statement Form
- ▶ Student Evaluations
- ▶ Individual Development Plan
- ▶ Advising Rubric

## IAC Action Item #1:

### Create a formal evaluation process for evaluating faculty, both full-time and adjunct.

Using both existing tools and building new ones, the Faculty Evaluation Workgroup created a set of various tools to thoroughly measure the effectiveness of faculty to deliver high-quality programs and student services. These tools include the following:

- ▶ Instructor Observation Rubric (all faculty)
- ▶ Faculty Teaching Philosophy and Service Statement Form (all faculty)
- ▶ Student Evaluations (all faculty)
- ▶ Individual Development Plan (full-time faculty only)
- ▶ Advising Rubric (full-time faculty only)

Additional resources developed to manage the process include:

- ▶ Faculty Evaluation Process Instructions
- ▶ Faculty Evaluation Verification Form
- ▶ Faculty Evaluation Review Meeting Summary Form

See Appendix D



## IAC Action Item #2:

Demonstrate regular evaluation of all faculty, both full-time and adjunct, through this new process.

The Vice President of Academic Affairs created a spreadsheet for the Academic Year 2022 – 2023 evaluation cycle to track the completion of all of the components required for the evaluation process. See Appendix E.

The Faculty Evaluation Process Instructions include a defined annual cycle so that all faculty, both full-time and adjunct, will be evaluated on a regular basis. See Appendix D.

## IAC Action Item #3:

Meet with faculty and discuss the evaluation.

On February 23, 2022 academic leaders discussed the details of the evaluation process with faculty. Questions were answered and materials were shared. See Appendix C.

The date of the meetings with each faculty member are provided in the Faculty Evaluation Academic Year 2022-2023 spreadsheet. See Appendix E. See also Faculty Evaluation Review Meeting Summary Form in Appendix D.

## IAC Action Item #4:

Document these evaluations in faculty personnel files.

The Vice President of Academic Affairs delivers the Faculty Evaluation Packet to HR to file in the personnel file for each respective faculty member. Verification is documented in the Faculty Evaluation Academic Year 2022-2023 spreadsheet. See Appendix E.



# Lessons Learned

- ▶ Create a system to document evidence throughout the process
- ▶ Review Collective Bargaining Agreement and Timelines in advance and plan accordingly
- ▶ Include specific written documentation for Student Faculty Evaluations including to the process – changes that will be made to the process - add a section on the Faculty Evaluation Review Meeting Summary Form that includes the summary scores and supervisor comments
- ▶ Assist adjuncts in evaluating and service and professional judgment – revise Faculty Teaching Philosophy Statement and Service Statement Form to include examples for adjunct faculty

# Questions?



# Contact Information

**Jacqueline Hagerott, J.D., LL.M.**

**Vice President, Academic Affairs**

**[hagerottj@hocking.edu](mailto:hagerottj@hocking.edu)**