

Austin Community College Compliance Certification Response
Substantive Change Prospectus
South Austin Campus

The effectiveness of each faculty member at ACC is evaluated annually in accordance with published criteria included in the Faculty Evaluation Procedures manual [\[1\]](#), and the Portfolio procedures [\[2\]](#). This process is delineated in Board Policy [\[3\]](#) and Administrative Rule 6.07.001 [\[4\]](#), and is described in detail on the Faculty Evaluation departmental web site [\[5\]](#). Instruction is evaluated for every course in the fall semester through student evaluations. Student evaluations also are conducted during spring or summer semesters upon request of the instructor or the supervisor, or when it is the first semester a faculty member has taught at ACC. Instruction also is evaluated through the faculty evaluation process.

Faculty members are required to submit a portfolio, annually for the first three years of employment and every three years thereafter, to their Department Chair and Dean. The portfolio includes course materials and a statement of teaching philosophy. The course materials and student evaluations are aspects of the evaluation of the instructional performance of faculty.

The policies and procedures are publicized each fall semester through several regular email reminders and updates from the Faculty and Staff Evaluation office to faculty members, Department Chairs, and Deans. These reminders detail the requirements and provide timelines for the process. In addition, information concerning faculty evaluation is relayed to the Faculty Senate through the Faculty Senate representation on the Faculty & Staff Evaluation Committee [\[6\]](#).

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Full-time faculty members are evaluated by their departments based on student evaluations, instructional performance, professional development, and professional service. Adjunct faculty members are evaluated by their departments based upon student evaluations, instructional performance, and administrative performance.

The faculty evaluation process examines the instructional performance of the faculty member and is based upon both the student evaluation results, the portfolio content, the grade distribution report, the faculty member's Faculty Input Form, the departmental Instructional Input form, and classroom observations. Each of these elements gives a different, yet valuable, perspective on the effectiveness of the faculty member in achieving student learning.

Sample evaluation forms and procedures

- Lecture & Lab Evaluation Form [\[7\]](#)
- Clinical Evaluation Form [\[8\]](#)
- Open Campus Form [\[9\]](#)
- Evaluation Summary Form, Full-time [\[10\]](#)
- Evaluation Summary Form, Adjunct faculty [\[11\]](#)
- Faculty Input Form [\[12\]](#)
- Instructional Input form [\[13\]](#)

Upon completion of the evaluation process, evaluation materials are retained as follows:

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- Department Chair maintains a copy of the Evaluation Summary form for all active faculty members and maintains all other faculty evaluation materials, except portfolio items, for one academic year prior to the current year.
- Individual faculty members retain all portfolio materials, unless they have been placed on probation. In that case, the department chair retains the portfolio along with all other evaluation materials.
- The Dean maintains a file copy of the Evaluation Summary form for all active faculty members and maintains prior year evaluation materials on Department Chairs, who report to the Dean.
- The Faculty and Staff Evaluation office maintains a copy of the course instructor survey report and in the instructor survey summary report for all active faculty members.

The Human Resources office maintains a copy of the Evaluation Summary form for all faculty members, active and inactive, with a retention length of termination plus five years.