

3610 Evaluation of Specialty Faculty

I. Evaluation Faculty Athletic Coaches

Athletic coaches who are classified as faculty are to be evaluated annually on their teaching and coaching effectiveness. Equal emphasis is placed on both the teaching and coaching duties. Demonstrations of both teaching and coaching effectiveness are essential for reappointment to a fixed-term contract.

The Division Chair, in consultation with the Vice President for Academic Affairs, shall evaluate teaching effectiveness. The teaching evaluations shall be written and placed in the coach's Evaluative File (see policies [3200 "Official Faculty Records"](#) and [3630 "Rank and Tenure Process"](#)). The faculty member, the Vice President for Student Affairs, the Athletic Director, the Vice President for Academic Affairs, and the President of the College shall receive written copies of the teaching evaluations no later than March 1. Athletic coaches may respond in writing to the evaluations.

The Athletic Director shall evaluate coaching effectiveness. The coaching evaluations shall be placed in the coach's Evaluative File in the Academic Affairs Office and in the personnel file in the Human Resources Office. The athletic coach, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the President of the College shall receive written copies of the coaching evaluations no later than March 1. The athletic coach may respond in writing to the evaluations.

The President shall consult with the Vice President for Academic Affairs and the Vice President for Student Affairs concerning the issuance or non-issuance of subsequent fixed-term contracts. The President of the College shall make the final decision.

II. Evaluation of Librarians

When Librarians hold faculty rank and are eligible for tenure, they are bound by comparable review procedures. However, since their duties differ significantly from those of faculty whose primary responsibility is classroom teaching, necessary differences exist in the type of evidence of performance and its generation.

The primary criterion for evaluation of Librarians shall be service. The job description shall define, but not limit, specific responsibilities. The Librarian should

- play an active role in the instructional side of the campus,
- assist faculty in support of their teaching,
- participate in campus committees as appropriate, especially those which need a library perspective, and
- represent the College at the state level and actively coordinate with other Librarians around the state.

The College also shall evaluate Librarians' professional development activities. Teaching may be an occasional formal class in the Librarian's academic discipline, classes in the area of library science, bibliographic instruction, or instruction of individuals (both faculty and students) in the use of the library's resources and technology.

As with all faculty, the office of the Vice President for Academic Affairs shall maintain the Librarian's evaluative file. This file shall contain, but not be limited to, the following items:

- A yearly report of activities prepared by the Librarian and submitted at the end of each contract year.
- The Vice President for Academic Affairs' annual evaluation of the Librarian, discussed with the Librarian and placed in the file by September 1 of each year.
- Student evaluations of any courses taught by the Librarian.
- Evaluations of informal teaching, such as bibliographic instruction provided to classes.
- A copy of a Year-End Report prepared by the Library Committee, which assesses the work of the library in meeting stated goals.
- Any other materials the Librarian deems appropriate.

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The same timelines and guidelines for review for promotion and tenure of all faculty apply to Librarians.

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