



## Process Name • Full-Time Faculty Professional Review Process

### Overview of Full-Time Faculty Professional Review Process

**Purpose:** Full-Time Faculty, as with any employee, are under continuous assessment of their performance. It is the policy of Central New Mexico Community College to conduct formal performance reviews of full-time faculty. It is also an opportunity for reflection, setting goals, and identifying ways faculty professional growth can be supported.

**CNM Way Expert:** The Dean of the school is responsible for conducting full-time faculty reviews with the assistance of the school designee with professional review responsibilities.

**Functional Units Involved:** The schools, Academic Affairs, CNM Human Resource Department and the Office of Data Strategies.

**Beginning of Process:** Forms and process are reviewed annually and updated as needed. The Dean of the school sends out an email to Veteran Faculty and Trial Period Faculty.

**End of Process:** The complete, signed review is filed in the school's repository designated for professional reviews and/or the faculty member's school personnel file then sent to Human Resources.

### Definitions:

**Veteran Faculty:** Full-time faculty who have taught more than 7 terms – this review is conducted annually. It can be conducted with in person meetings or through virtual meetings, or email, as determined by the dean. It is recommended to meet with all faculty in person at least once within a three-year period.

**Trial Period Faculty:** Full-time faculty who have taught less than 7 terms are reviewed every year. This meeting must be conducted in person either virtually through Zoom or another platform, or in person.

### Related Documents and Forms:

- A. [Veteran Faculty Review Form](#)
- B. [Trial Period Review Form](#)
- C. [Full-Time Faculty Expectations](#)
- D. Sample Email Template

- E. Instructions to access and run reports of student evaluations from EvaluationKit the Academic Affairs Curriculum Manager owns and updates this process.
- F. Argos Next Level Success Reports from the Office of Data Strategies (ODS)

**Process:**

1. Faculty Review documents and process and reviewed by the deans and updated if needed in February-March of each year. Updated forms are uploaded to the Academic Affairs Key Processes website.
2. In early April, an email, with the link to the form, or the faculty review form attached, is sent to faculty by the Dean or school designee. The due date for the return of the review can be determined by the dean, but it is recommended to be due by the end of the spring term or late June. Veteran Faculty reviews are conducted annually but face to face meetings can be spread out every three years as determined by the dean. Trial period faculty are evaluated in person every year for the first 7 terms. Two term faculty terms are counted as spring and fall. The summer term is not counted for two term faculty, even if faculty teach overloads during the summer. For three term faculty, the term counts include the summer term. The school designee tracks this on the employee spreadsheet.
3. Documentation tracking should be kept in the school and can include items such as: the required years of trial review, observations, mentors, etc.
4. The school designee creates a SharePoint site that will include all required documentation including the completed review, Next Level Success Report, student evaluations, and any other required documentation as specified in the review. These can be housed in separate folders or combined as determined by the school.
5. The Office of Digital Strategies (ODS) will provide the annual next level success data for all faculty to each dean by approximately July 1. If those are not received, the school designee should follow up with ODS. Individual reports are added to the faculty folder in SharePoint.
6. The dean will determine if the school designee will run the student evaluation summary for each faculty or send instructions to faculty to run their own reviews. The summary reviews for each faculty should be placed in the appropriate SharePoint folder.
7. The school designee with professional review responsibilities or dean sends the student evaluations and Individual Next Level Success Reports to the faculty, unless faculty are running their student evaluation reports.
8. The faculty member will review, complete, and email their completed professional review to the school designee as requested in the email. The completed review is added to the faculty folder.
9. Once all required documentation is received, the school designee schedules a meeting time for the faculty and dean. If using individual faculty folders, it is suggested that the school designee changes the folder name to the meeting date, or no meeting required. This lets the dean know the folder is ready for review. Veteran faculty may meet with the Dean if they wish. If they do not meet with the Dean, the Dean will go over the review, add comments, and send it back to the

faculty for signature and comments. Faculty in the Trial Review Period are required to meet with the Dean every year for 7 terms. Comments and signatures are added at the end of the meeting.

10. If using individual folders, upon completion, the folder name is changed to “completed” and then moved to the Completed Review Folder in SharePoint by the dean or school designee.
11. The school designee emails the completed review to each faculty after completion, then adds the document to the faculty’s working file.
12. The school designee sends all completed reviews or signature pages, as determined by HR, to Human Resources no later than the following spring.

**Signature Collection:**

The Dean and faculty member’s signatures, electronic, typed, or signed and scanned will be on the completed professional review form.

**Form Distribution:**

Completed Veteran Faculty Review Forms and Trial Period Review Forms will be put in the SharePoint Repository along with Student Evaluations, Next Level Success Reports, and Classroom Observations. Faculty Reviews are submitted to Human Resources upon completion in bulk, no later than spring of the following year.

**Activity Tracked/Results:** Goals from the previous year are reviewed and designated as met, not met, or still in progress.

**Last Reviewed/Improvements made:** Process documented 6/2020