

FAQs – Faculty Evaluation Update & Digital Portfolio

Why are we doing this?

It has been a while since our last update AND in preparation/response to State Board Rule 6A-14.0411 (<https://www.flrules.org/gateway/RuleNo.asp?id=6A-14.0411>)

When was the last time we updated the form?

2009 minor changes and well before that with any major changes

Who decided all of this and why?

*The Faculty Governance Organization first approached college leadership about updating our faculty evaluation tools and criteria back in the **fall of 2012**. At that time there were discussions taking place at the state level about performance measurements and continuing contract changes with regard to full time faculty at state colleges. We took this opportunity to be proactive with the proposed changes and start to shape own updates to faculty evaluations at SPC.*

An FGO fact-finding committee was formed, made up of faculty from a variety of disciplines and campuses, to determine to what extent the faculty evaluation tools and processes needed to be updated.

As a result of the fact finding, it was recommended that a Collaborative Committee on Faculty Evaluations be established to further research and formulate recommendations on the scope of updates that should occur.

Who is on the Collaborative Faculty Evaluation committee?

24 faculty and 14 deans/program administrators. The members list with the names, department & campus is in One College Support SharePoint under committees and groups, Faculty Governance Organization

How were these people selected?

Volunteers were solicited via college wide email, CETL and FGO requests that sought out a variety of faculty from all campuses and disciplines.

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Where is the faculty input?

Faculty on the actual committee, CETL and FGO senate has been included during the entire process and will continue as part of the ongoing process.

How has the information of what goes on in the committee and FGO been shared with the general faculty?

Monthly FGO meetings, email updates and committee member discussions back at each campus/department starting in spring 2013 and continuing regularly.

How were the changes/updates decided?

Extensive fact finding was done by the original FGO committee and a value statement was drafted regarding what faculty evaluation should be at SPC (February-July 2013). The Collaborative Committee was formed in August 2013 and met formally through January 2014 to research, report and then draft a general recommendations summary for updates and changes to the overall faculty evaluation process. The Collaborative Committee focused on five major areas:

- *How to Look at Data*
- *Electronic/Digital Portfolio Tool*
- *Instructional Strategies*
- *Contributions to the College*
- *Faculty Growth Plan/Professional Development*

Based on scholarly research in the areas of faculty evaluation and development, by examining internal tools and processes currently in place at SPC and by exploring what similar state college institutions are practicing working groups within the main collaborative committee reported back to the overall committee findings, concerns and recommendations.

*The result of these reports and recommendation discussions established the foundation for faculty evaluation updates that started in **spring 2014** and will continue through the **2014/2015** academic year.*

The full committee member list, agendas, meeting summaries, supporting documents and research for both the fact-finding and Collaborative Committee on Faculty Evaluations can be found in SPC One College Support SharePoint site under Committees and Groups and Faculty Governance Organization.

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How was the digital portfolio selected?

Summary of “T” committee selection process as supported by the Collaborative Committee on Faculty Evaluations asked the “T” committee to vet a variety of products. The “T” committee is the teaching committee portion of the ACT committee structure. This committee participated in demos of several different products and then ranked them according to specific criteria. Faculty180 was the top ranked product in each area of criteria. The supporting decision making criteria and survey rankings are available for review on the One College Support Share Point site under committees and groups, FGO and then the Collaborative Committee on Faculty Evaluations.

What is the timeline for implementation and use of the digital portfolio (Faculty180)?

The Faculty180 tool will be in place for use for evaluations of full time faculty during 2014/2015 academic year. Adjuncts will be added in during the 2015/2016 academic year.

Will there be training for the digital portfolio?

Yes. A small group of faculty will start training during the summer of 2014 and then all faculty will receive training during the fall of 2014.

Is the digital portfolio tool difficult to use or learn how to use?

Faculty180 is not difficult to use. It is extremely user friendly and there are numerous resources within the portfolio itself to provide help and informational assistance.

I upload my own digital portfolio file to Faculty180 if I have a more robust or visually pleasing platform that I showcase my work in?

Yes. Faculty180 supports a variety of file types and is able to link out to various resource platforms, examples of work, LORs, videos, journals, etc...

Does the digital portfolio tool integrate with our SPC systems?

Yes.

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Does the digital portfolio incorporate the “new form”? Replace the new form?

Yes and yes. The updated form was used to customize the screens within the digital portfolio tool with SPC specifics.

Is the rubric incorporated in the new portfolio?

Yes, the rubric is integrated as part of the portfolio tool.

How do should I look at “my data” and reflect on department/course averages in a meaningful way? –

The committee recommended in that a collaborative discussion take place at the department/discipline level to determine a shared context for student success.

The established context within each discipline would not only help support the individual evaluation process but also facilitate annual strategic discussions within each department about where we are and where we need to be.

The first Collaborative Conversations will take place as part of All College Day specific discipline meetings. There will be at least two faculty member facilitators from within your discipline that will help guide the conversations in a collaborative manner.

Additional conversations will continue through the evaluation cycle in 2015 that will take place within disciplines as well as college-wide as we move forward. Please look for updates via FGO, CETL, department meetings & college-wide emails.

Where do I find my data?

<https://it.spcollege.edu/ssi/index.cfm>

This will be a live link within the digital portfolio tool

Will this all be easier with the digital portfolio tool?

It is expected to be much easier than the paper copies we have compiled over the years. It may take some time to load in a CV and link to examples of work within the tool but after that initial set up adding in professional contributions will be much easier. The digital portfolio tool is expected to support a linear view of a faculty members’ contributions and achievements throughout their career.

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How often will the classroom observation take place?

Observations by deans/program administrators for faculty that have continuing contract and in good standing will be on a 3 year observation cycle. In off years during the 3 year observation cycle faculty have the ability to have peer observations done and then uploaded as part of the digital portfolio evaluation screens.

What if I have problems with an evaluation from my dean/program administrator? Who should I contact?

You should always make every attempt to reach out to your dean with your concerns so that you can discuss things further. It could be a miscommunication or a misunderstanding that a civil conversation could clear up. If necessary faculty are encouraged to reach out to their FGO representatives, academic leadership or if necessary human resources. Again, in many instances a civil conversation can clear up many concerns and create a collaborative connection.

Will faculty have input going forward if we would like to suggest changes or updates in the future?

Yes. The Collaborative Committee on Faculty Evaluations will continue as a standing committee at SPC with faculty and administration working together each year to review the evaluation process at tools.

What is this “standing committee” thing?

A standing committee is a permanent committee that will meet continuously each year to address items that are significant to the success on the organization.

What happened to the “choose 2” option for professional development?

The examples for these options are still available to view as a resource for supporting examples within the portfolio platform. Faculty can now choose from across the options rather than only 2 from each category. This should permit a wider variety of experiences and contributions for faculty to be part of from year to year.

Is there still a timeframe for professional development or college wide contributions like on the old form?

Not necessarily. The 2 year cycle is now more of a guideline. Some goals or commitments will take more than 2 years while others may take less. Goals, commitments and growth plans are

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unique to each faculty member and with this new platform progress can be updated regularly and plans expanded or changed as needed.

How were the CETL faculty cohort “teaching competencies” used to develop these updates?

The teaching competencies document that was compiled by the CETL 2 year faculty cohort was used as the basis for inquiry in the fact-finding committee and collaborative committee in the areas of instructional strategies, contributions and professional development.

Will there be technical support here at the college for the digital portfolio tool?

Yes, CETL staff will be able to assist with basis questions and anything more complicated we have resources at Faculty180 that are available to advise.