

Full-Time Faculty Peer Review Evaluation Policy and Procedure

Full-time faculty will be evaluated yearly and will be eligible to apply for 3 or 5-year contracts under the provisions of this policy.

Faculty evaluation, long-term contracts, and titling are intended to achieve the following goals:

- Ensure the ongoing development of instruction and faculty,
- Offer recognition to faculty for quality instruction and the advancement and attainment of personal and professional goals,
- Advance the mission and goals of Oglala Lakota College in serving the needs of the Lakota community,
- Strengthen Lakota cultural learning and instruction.
- Meet NCA requirements for accreditation

Definition of Full-Time Faculty

Full-time faculty members are employees of the College whose primary responsibility is teaching. Full-time faculty also includes academic department chairs and academic program directors who teach courses. Staff members who teach on an adjunct basis are not full-time faculty as defined in this policy.

Annual Evaluation

All faculty members will be evaluated annually before contract renewal offers as outlined in the procedures detailed below. Recommendations for contract renewal for one-year contracts will be made by the appropriate academic department chair and approved by the Vice President for Instruction and the President.

Eligibility for Multi-year Contracts

A full-time faculty member must have at least 3 years of service at Oglala Lakota College or six years at an accredited degree-granting institution of higher education to be eligible to apply for a 3-year contract. A full-time faculty member must have at least 6 years of service; and have completed a 3-year contract, to be eligible for a 5-year contract.

Evaluation Procedure

Faculty Development Plan and the Annual Review

Prior to signing contracts, faculty members will review their professional goals for the upcoming school year and write a one-page Faculty Development Plan listing 2-5 personal and professional goals, and steps that will be taken to achieve those goals; and to meet summary evaluation criteria to demonstrate achievement of the plan.

The Faculty Development Plan and goals included in the Development Plans are determined by faculty members based on their needs and goals relevant to their work and responsibilities at Oglala Lakota College. Plans must include reference to the following criteria (examples of supporting evidence are listed for each criteria):

Lakota language and cultural knowledge

- Completion of Lakota Language and Culture courses
- Independent study or research of Lakota language, history, or culture
- Oral proficiency interview
- Evidence of Lakota perspectives in teaching

Teaching

- Articulated teaching philosophy
- Scholarship related to course content
- Syllabi
- Assignments
- Lecture notes/lesson plans
- Student course evaluations
- Observation reports
- Letters of support from students, center staff, and community members

Scholarship

- New learning in the content area
- Enrollment in courses
- Publication of scholarly work
- Presentation of scholarly work
- Literature review of instructor's area of study and instruction
- Research

Service to the college

- Committee work
- Participation in departmental planning, review
- Participation in college-wide planning, review
- Availability for students, administration
- Serve as advisor to student groups, extracurricular activities
- Successful grantsmanship

Service to the community

- Service learning projects
- Consulting for tribal government, organizations, and other community programs
- Giving time to community activities
- Serving on committees outside of the college
- Serve as reviewer for grants, and scholarly writing outside of the college
- Community workshops
- Organizing service learning opportunities

Supporting community cultural and spiritual activities

Plans may focus on one or several of these content categories, but yearly formative evaluation will address all five.

Normal administrative duties and responsibilities such as committee membership, following institutional policy, participation in departmental processes and meetings etc. are not a part of the Faculty Development Plan but are expected of all faculty members and are part of the review criteria.

The evaluation process below applies to all faculty.

Formative Evaluation of Faculty Development Plans

Development Plans for the upcoming year will be presented to the department chair prior to contracts being issued. The faculty member will review his or her plan with the chair in a collaborative way. Department chairs and the Vice President for Instruction will review and approve individual plans.

The following year the faculty member will again meet with his or her department head to review the Development Plan and the evaluation criteria. Upon approval by the department head and Vice President for Instruction, a new Developmental Plan for the next year will be created. The previous Developmental Plan goes into the faculty member's portfolio.

Summative Faculty Review

After completion of a 3-year contract, faculty members will be eligible to apply for a 5-year contract.

Faculty members who wish to be considered for a 3 or 5-year contract must apply in writing and submit a portfolio of evidence by December 1 that addresses the criteria of Lakota language and cultural knowledge, Teaching, Scholarship, Service to the college, and Service to the community. The type and format of evidence to support achievement in these areas may vary, but must be substantive and relevant as determined by the Faculty Peer Review Committee. Other factors, such as fulfillment of administrative duties, may be considered in the review.

The portfolio is reviewed by the Faculty Peer Review Committee, the Vice President, and the President with final extended contracts contingent on final board approval. The review process will be completed and a decision rendered by March 1.

Faculty Peer Review Committee

A standing committee will consist of five members; two elected by faculty and two members appointed by the Vice President for Instruction and the President, with the final member chosen by the elected and appointed members. Staggered 3-year terms are to be determined by the first committee. The majority of the five-member committee will be faculty.

The Faculty Peer Review Committee, in collaboration with the Vice President for Instruction, will develop guidelines, criteria, and procedures for the review of portfolios and summative performance. These guidelines, criteria, and procedures for review will be made available to the faculty.

Summative Review for Faculty Who Do Not Apply for Multi-Year Contracts

All faculty members who do not apply for multi-year contracts and title within 5 years of enactment of this policy or date of hire will be reviewed in the 5th year as described under summative review procedures described herein.

Other Contingencies

1. Faculty with at least three years of service at Oglala Lakota College, or six years at an accredited degree-granting institution of higher education, may choose to pursue the three-year contract through the process described here upon enactment of the policy.
2. In the event that the faculty member does not gain approval at the administrative/peer/presidential or board levels, areas needing additional development will be specifically outlined with an opportunity to improve performance within the next year.
3. Faculty members who fail to meet performance standards by the end of the improvement period will not be given new contracts.
4. In the event of a disagreement with the final recommendation, faculty members or administration can appeal through the College Grievance Procedure. (Policy 65-500-1)

Titles

Faculty who qualify under the provisions of this policy may use the following titles

- Instructor: (adjunct faculty on a semester-to-semester contract)
- Assistant Professor: Faculty member with a full-time contract
- Associate Professor: Faculty member with three-year contract
- Professor: Faculty member with a five-year contract

NOTE: Equivalent Lakota terms will be chosen by our Lakota culture faculty and included with **the** titles above.

Compensation

Faculty awarded multi-year contracts will receive an increase in compensation. Faculty awarded 3-year contracts will receive a one-time increase in annual salary of \$1,000. Faculty awarded a 5-year contract will receive a one-time increase in annual salary of \$2,000. This will be in addition to educational increments and cost of living increases.-