



## Process Name • Course Evaluation Process

### Overview of the Course Evaluation Process

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**Purpose:** It is the policy of Central New Mexico Community College to conduct annual formal performance appraisals of each employee. Course evaluations of the faculty are requested to be utilized in the Professional Reviews and Teaching Reviews per 11.3 of the Collective Bargaining Agreement as stated below:

#### CBA ARTICLE 11: EMPLOYEE EVALUATIONS

- 11.1 The primary purpose for employee evaluations shall be the improvement of performance.
- 11.2 Each employee shall have an annual written evaluation using a College approved format. At will (trial period) employees will meet once per term with the Dean or his/her designee to discuss job performance. This language shall not in any way prevent the College from exercising its right to terminate an at will employee.
- 11.3 Student evaluations will continue to be an element of employee evaluations. The dean shall be responsible for assessing and determining the validity of student criticism.

[Collective Bargaining Agreement for Full-Time Faculty](#)

**CNM Way Expert:** Academic Curriculum Manager

**Functional Units Involved:** Academic Affairs, academic schools, Deans, Faculty, Academic Curriculum Manager

**Beginning of Process:** The first notification is emailed to the students and faculty at the end of the part of term in which the class was offered.

**End of Process:** The Academic Affairs Specialist for each school saves the individual faculty reports, school summary report, and any other required reports to Sharepoint for future access.

#### **Definitions:**

**Course Evaluation:** A course evaluation is an electronic questionnaire which requires a written or selected response answer to a series of questions in order to evaluate the instruction of a given course. They are a means to produce useful feedback which the faculty member and school can use to improve their quality of instruction.

**EvaluationKIT:** CNM's online evaluation software.

**Full-Time Faculty Professional Review:** The full-time Faculty Professional Review is completed every third year for veteran faculty and every year for three (3) years for new faculty who have been employed at CNM for less than 28 months.

**Teaching Review:** The Faculty Teaching Review is completed every year by full-time faculty members unless they are completing a Professional Review.

**Veteran Status:** Veteran status shall be attained for all part-time faculty who have taught six (6) complete terms since June 1, 1993. Time spent substituting or engaged in presenting or instructing in a seminar shall not be counted toward seniority.

### **Appendices:**

- A. EvaluationKIT Summary Report Builder Instructions for Faculty
- B. Course Evaluation Schedule
- C. Parts of Term

### **Process:**

1. The first notification is emailed to the students and faculty at the end of the part of term in which the class was offered.
2. The student then responds to the questions regarding the course, how well the objectives were communicated, and how well the instructor worked with the class.
3. After three responses, faculty can review response rate.
4. A second email is sent to students and faculty two days before course evaluation end date.
5. Faculty are notified after the course evaluation period ends that the results are available. Course evaluations will be available each term after grades have been officially posted.
6. The Academic Affairs Specialist for each school saves the individual faculty reports, school summary report, and any other required reports to the school Sharepoint site in the faculty personnel file for future access.

### **Form Distribution:**

Individual faculty reports, school summary report, and any other required reports are saved in the school Sharepoint site.

**Activity Tracked/Results:** Results of the course evaluations are tracked and used in the employee evaluations.

**Last Reviewed/Improvements made:** Updated format and titles.