



Policy

EVALUATIONS – FACULTY

DCB.604

EFFECTIVE DATE: SEPTEMBER, 2019 REVISED: APRIL 2025

SOURCE: [NDUS Human Resource Policy Manual](#) AND [NDUS 600 Series - Personnel](#)

Board policy requires that all full-time faculty be evaluated on an annual basis. The evaluations are intended to be used as instruments for the improvement of instruction. Additional evaluations may be conducted upon the instructor's request or at the option of the administration. The Campus Dean may also use the evaluation for any salary adjustments.

These evaluations will be available to the Faculty Senate Tenure Committee as requested under the institutional tenure guideline policy.

Fall Planning Form/Annual Summary of Activities Report

Each fall, full-time faculty members shall complete a Fall Planning Form, which outlines their objectives and activities for the upcoming academic year. These are submitted to the Academic Affairs Office. The following spring an Annual Summary of Activities Report shall be completed, which identifies faculty activities over the past academic year. These documents assist faculty in setting objectives, documenting activities, and providing information that can be used in promotion and tenure considerations. The Fall Planning Form will be discussed during the annual evaluation, and the Annual Summary of Activities Report will be reviewed by the Associate Dean for Academic Affairs.

Student Evaluations

Evaluation Instrument

- Student Evaluation Form

Frequency

- As noted in SBHE Policy 605.1 Academic Appointments, evaluations of all teaching faculty must include significant student input.
- Student evaluations will occur in each class during each semester for all faculty.

Procedure

- Student evaluations will be conducted following the last day to drop classes and prior to final exams.
- The Academic Affairs office will email the evaluation survey link to all students. Faculty teaching in-person will be provided with survey link forms for distribution to students. Additionally, signs with the survey link will also be posted throughout campus.
- Student evaluations are anonymous and will be collected and reviewed by the Academic Affairs Office. Evaluation results will be emailed to faculty after the final grades deadline.
- Student evaluations will be stored in the Academic Affairs Office.

Teaching Evaluations



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Evaluation Instrument

- Course Observation Form

Frequency

- Teaching evaluations of full-time faculty will be conducted by the Associate Dean for Academic Affairs or designee, in at least one class each semester during the faculty member's first year of employment.
- The -Associate Dean for Academic Affairs or designee will conduct a teaching evaluation for each full-time faculty member following their first year of employment, evaluating at least one class every other year and alternating semesters.
- Teaching evaluations are not required for adjunct faculty but may be scheduled by the Associate Dean for Academic Affairs or designee, at their discretion.

Procedure

- A minimum of a twenty-four-hour notice will be given prior to any formal classroom visitation for the purpose of a teaching evaluation.
- The Course Observation Form will be completed by the Associate Dean for Academic Affairs or designee, reviewed with the faculty member during their annual evaluation, and stored in the Academic Affairs Office.

Annual Performance Evaluations

Evaluation Instrument

- Annual Performance Evaluation Form

Frequency

- This evaluation will be conducted each year by the Associate Dean for Academic Affairs or designee.

Procedure

- Each full-time faculty member will be annually evaluated, complying with SBHE Policy 605.1 Academic Appointments. The evaluation will include the Fall Planning Form, teaching evaluations, and student evaluations. The performance evaluation will be placed in the faculty member's personnel file with Human Resources (HR).
- If the faculty member disagrees with the evaluation, an evaluation by the Campus Dean may be requested. The Campus Dean's evaluation will also be included in the faculty member's personnel file.

Performance Improvement Plan

The purpose of a Performance Improvement Plan (PIP) is a tool to assist faculty whose performance fails to meet expectations and is not satisfactory in one or more areas. It supports faculty whose performance has diminished, become inconsistent or otherwise needs improvement. The PIP is used to identify areas of concern, provide improvement goals and expectations, provide resources, and set timelines for improvement, consequences and



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expectations. The anticipated outcome of the PIP is to allow faculty the opportunity to demonstrate improvement and satisfactory job performance. A faculty member who continues to underperform or fails to sustain satisfactory performance may be subject to termination.

Exceptions

The following is a list of exceptions to this policy:

- Full-time employees who teach in a consortium of other colleges (i.e., Dakota Nursing Program) may be exempt from student evaluations and classroom observations as defined in this policy as long as students and administrative staff are able to conduct evaluations under a consortia policy.
- Faculty in the Farm Business Management program are exempt from student evaluations and classroom observations due to the unique instructional format of this program.

Summary Calendar for Evaluation

August/September

Fall Planning Forms due

Fall Semester

Teaching evaluations of faculty by the Associate Dean for Academic Affairs or designee – first-year faculty, faculty on the first semester rotation.

Student evaluations of all faculty

Spring Semester

Teaching evaluations of faculty by the Associate Dean for Academic Affairs or designee – first-year faculty and faculty on the second-semester rotation.

Student evaluations of all faculty

April/May

Performance evaluations of all full-time faculty by the Associate Dean for Academic Affairs or designee.

May

Annual Summary of Activities Report due