

Lakeland Community College

POLICY TITLE:	FACULTY ANNUAL PERFORMANCE EVALUATION
POLICY NO:	3354:2-21-06
ORIGINALLY APPROVED DATE:	10/31/25
REVISED DATE:	06/25/26
EFFECTIVE DATE:	06/25/26
NEXT REVIEW DATE:	06/2031
RELATED PROCEDURE:	TBD
RESPONSIBLE OFFICE(S):	OFFICE OF THE PROVOST
APPROVED BY:	BOARD OF TRUSTEES

- A. Under the Advance Ohio Higher Education Act adopted on March 28, 2025, and pursuant to Section 3345.452 of the Ohio Revised Code, this policy establishes faculty annual performance evaluation at Lakeland Community College to meet all of the following requirements:
1. The evaluation is comprehensive and includes standardized, objective, and measurable performance metrics.
 2. The evaluation includes an assessment of performance for each of the following areas that the faculty member has spent at least five percent of their annual work time on over the preceding year:
 - a. Teaching.
 - b. Research.
 - c. Service.
 - d. Clinical care.
 - e. Administration.
 - f. Other categories as determined by the College.
 3. The evaluation includes a summary assessment of the performance areas listed in A.2 above including the parameters “exceeds performance expectations,” “meets performance expectations,” or “does not meet performance expectations.”
 4. Student evaluations conducted pursuant to Section 3345.451 of the ORC account for at least twenty-five percent of the teaching component of the evaluation.
 5. The evaluation establishes a projected work distribution for the faculty member for the next year which shall be used during next year’s evaluation. The distribution shall be compliant with the College’s established workload policies adopted under Section 3345.45 of the ORC and shall receive approval from the Dean or the equivalent.
- B. The evaluations shall be conducted by the immediate supervisor, reviewed and approved or disapproved by the Dean, and submitted to the Provost for review. If there is

disagreement between the immediate supervisor and the dean, the Provost shall have the final decision authority.

C. The purpose of this procedure is to establish a clear, consistent, and standardized process for the annual evaluation of full-time faculty members at Lakeland Community College in compliance with Policy 3354:2-21-06. This procedure ensures evaluations are conducted fairly, focused on teaching effectiveness and student learning, supporting professional development, and providing structured feedback for continuous improvement.

D. Scope: This procedure applies to full-time faculty members under Policy 3354-2-21-06.

E. Definitions

- a. **Annual Evaluation:** A required yearly performance review of each full-time faculty member, consisting of evaluations of a faculty member by students, peers, and administration.
- b. **Peer Evaluation:** A structured classroom observation and evaluation conducted by a qualified faculty or staff member based on college and departmental criteria.
- c. **Post-Tenure Review:** A formal review process is initiated if required by evaluation outcomes or administrative request.
- d. **Student Evaluation:** A standardized written evaluation completed by students to assess teaching effectiveness and classroom environment based on college and departmental requirements.
- e. **3-Point Rating System:** The evaluation scale used for assessment in the administrative review of faculty:
 - a. 1: Does Not Meet Expectations
 - b. 2: Meets Expectations
 - c. 3: Exceeds Expectations

F. Responsibilities

a. **Faculty Member**

- 1. Participates in student and peer evaluations.
- 2. Selects a qualified peer reviewer annually.
- 3. Submits required documentation for annual evaluation.
- 4. Meets with the immediate supervisor if performance improvement is required.

b. **Peer Evaluator**

- 1. Conducts a classroom observation.
- 2. Completes the official faculty observation-evaluation form.
- 3. Submits the completed evaluation to the dean and faculty member by the required deadline.

c. Department Administrator

- a. Conducts annual evaluation using the 3-point rating system.
- b. Meets with faculty members scoring below expectations.
- c. Submits evaluations to the faculty member upon completion and to the Provost's office.

d. Provost

- a. Approve evaluations conducted by department administrators.
- b. Request post-tenure review if necessary.
- c. Exercise final decision authority.

G. Procedural Details

a. Student Evaluations

- a. **Step 1:** Distribute a standardized written faculty evaluation form to students.
- b. **Step 2:** Compile and summarize student evaluation results in a minimum of two course sections for the academic year.

b. Peer Evaluations

- a. **Step 1:** The faculty member with approval from Dean selects a peer evaluator annually from one of the following categories:
 - i. A faculty member from the same department
 - ii. A faculty member from an outside discipline
 - iii. A faculty or staff member from another department who has taken or taught the course being evaluated in their academic history at Lakeland or otherwise.
 - iv. The peer evaluating an individual faculty member should not be the same person more than three times within a five-year period
 - v. Observers should be from a variety of academic backgrounds as best possible within a 5-year period.
- b. **Step 2:** Conduct the classroom observation and complete the official faculty observation-evaluation form. Letters of support or explanation may be attached. The faculty member being observed may attach a reflection/comment on the classroom observation.
- c. **Step 3:** Submit the completed peer evaluation to the dean and the faculty member by the end of the fall semester and prior to submission of the annual report to the assigned administrator.

c. Administrator Evaluation

- a. **Step 1:** The department administrator evaluates the faculty member using the projected work effort distribution and the 3-point rating system.
- b. **Step 2:** Evaluate performance in the following categories:
 - i. Professional Development

- ii. Curriculum or Course Development
 - iii. College/Civil Service
 - iv. Student Evaluation Summary
 - v. Completed Peer Evaluation
- c. **Step 3:** Provide a written summary with descriptions or bullet points for each evaluation category.
- d. **Step 4:** If a faculty member receives a score below 2 in any category, the administrator will:
 - i. Schedule a meeting with the faculty member
 - ii. Develop a Performance Improvement Plan
 - iii. Provide tools and guidance outlining expectations for improvement.
- e. **Step 5:** If a faculty member receives more than two evaluations below 2 in the same criteria in consecutive years, initiate a post-tenure review.
- f. **Step 6:** Administrator will submit all completed evaluations to the Provost.
- g. **Step 7:** Any appeals may be made to the Provost for final determination.

Related Policies/Documents

- Faculty Observation-Peer Evaluation Form
- Standardized Student Evaluation Form
- Annual Administrative Evaluation Form
- Performance Improvement Plan Template
- Post-Tenure Review Guidelines
- Projected Work Effort Distribution Document
- Faculty Professional Development Expectations Rubric
- Curriculum or Course Development Expectations Rubric
- College or Civil Service Expectations Rubric