**Frequently Asked Questions: Faculty Performance Review and Professional Development (FPRPD) Process**

1. How were the lists of those to be reviewed generated?

A: Probationary full-time faculty members are reviewed annually.

In the case of continuing contract and associate continuing contract faculty members, who are to be reviewed every fourth year, a list of each classification was generated in the department/division and reviewed by HR.

In the case of probationary part-time faculty members, lists were generated by each department/division, considering factors including the contractual workload provisions and the number of hours worked since the last review under the prior process, and reviewed by HR.

1. I have two faculty member positions. Will I be reviewed twice this academic year?

A: Generally, no. Under the contract each faculty position is treated as a separate assignment. Accordingly, each position may be reviewed separately, if they are in unrelated departments or programs. In those cases the College plans to select which position will be reviewed this year. The pattern for individual situations may vary, and faculty members are encouraged to discuss their individual situations with their administrative supervisor(s).

1. I went through the Change In Status (CIS) process last year. Am I automatically exempted from the FPRPD process this year?

A: No. Completion of CIS may be considered by the administrative supervisor, but these are two separate and distinct processes.

1. Can I access the on-line training course on my Mac computer?

A: Yes.

1. Can I access the on-line training course while off-campus?

A: The LMS can be accessed from any computer connected to the internet. It’s suggested to use Google Chrome or Firefox rather than Internet Explorer.

1. My performance was reviewed in the FPRPD pilot during the Spring 2014 semester. Does that count as participating in this process going forward?

A: Yes, it does. You should have received a copy of the final comprehensive review report. If you have not, see your Administrative Supervisor.

1. Is it acceptable to submit a current resume, rather than a curriculum vitae, in the Professional Portfolio?

A: Yes.

1. May a Peer Reviewer make changes to the draft of the completed Teaching Effectiveness section of the Performance Review form after meeting with the observed faculty member?

A: Yes, and the final version of the form must be submitted to the Dean/Designee and the observed faculty member.

1. Do the observed faculty member and the peer reviewer have flexibility in scheduling the time of the observation?

A: Yes, selection of the date and time of the observation should be the product of collaboration between the observed faculty member and the peer reviewer with the observed member proposing tentative dates and times, and the peer reviewer confirming her/his availability.

1. Can I get assistance in uploading my portfolio to the electronic system?

A: Yes, you may request assistance from your divisional office. Note that information security features of the system require faculty members to upload their own portfolios. Additionally, the IDEA data can be saved into a PDF and sent to the faculty member in an email. From there, the faculty member should save the document and then upload it.

1. Will I be compensated for time spent in this process?

A: For full-time faculty member participation in some components of this process should be considered in the development of their annual base workload. For part-time faculty member participation in these same components will be compensable. These components are:

* For faculty members subject for review and peer reviewers, completion of on-line training, which is expected to take up to 30 minutes.
* For faculty members assigned as peer reviewers, completion of CTE training for classroom observers, which takes up to 1.5 hours.
* Pre and post classroom/ workplace observation meetings, which are expected to last up to 30 minutes (15 minutes, each).
* Post classroom/workplace observation report (peer reviewers only), which is expected to take up to one hour.
* Peer reviewer classroom observation, which is expected to take up to two hours.
* Participation in comprehensive final review meetings, which is expected to take up to one hour.

No workload credit or compensation will be provided for preparation of the Professional Portfolio, including the self-assessment.

Upon completion of the above assigned tasks, the faculty member should notify her/his administrative supervisor, who will initiate payment (Part-time Faculty) or documentation of the completed assigned task. (Full-time Faculty).

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| ***FACULTY BEING REVIEWED (adjunct faculty only, FTF = part of workload)*** |
| **Pay up to** |   |
| .5 hr. | Faculty Performance Review online training - LMS |
| .25 hr. | Pre-classroom observation meeting |
| .25 hr. | Post-classroom observation meeting |
| 1 hr. | Final review meeting |
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| ***FACULTY PEER REVIEWER (adjunct faculty only, FTF = part of workload)*** |
| **Pay up to** |   |
| .5 hr. | Faculty Performance Review online training - LMS |
| 1.5 hrs. | Classroom Observation training - online thru CTE |
| .25 hr. | Pre-classroom observation meeting |
| .25 hr. | Post-classroom observation meeting |
| 2 hrs. | Classroom observation |
| 1 hr. | Post-classroom observation report |
| 1 hr. | Final review meeting (if involved in administrative review meeting) |
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| **No workload credit or compensation will be provided for preparation of the Professional Portfolio, including completion of the self-assessment.** |
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