

BOARD MEETING DATE: January 28, 2025

ITEM NO: VI-a

RECOMMEND THAT the District Board of Trustees approves revisions to Board Policy 2.55, Evaluation of Instructional Personnel.

THIS RECOMMENDATION updates the wording in BOT Policy 2.55, Evaluation of Instructional Personnel, to ensure employee evaluation procedures are applied to both full and part-time instructional personnel on “regular” basis. Changing the policy wording from “annually” to “regularly” will allow the Office of Academic Affairs the opportunity to create a procedure for evaluation of instructional staff that aligns with program needs.

NORTH FLORIDA COLLEGE POLICY MANUAL

Title: Evaluation of Instructional Personnel **Number:** 2.55
Authority: 2003 Florida Statute 1001.64(18); 1001.65(3)
Date Adopted: 1998
Date Revised: February 17, 2004 ;
October 20, 2020; January 21, 2025
OPR: Chief Academic Officer

POLICY:

All full and part-time instructional personnel shall be evaluated ~~annually~~ regularly. Procedures outlined in the College Faculty Handbook are to be applied to the evaluation process according to the contract status of the instructional personnel. Completed formal evaluation forms shall be placed in the permanent personnel file in the Office of Human Resources. Copies of the formal evaluation forms and originals of the student evaluation of instructors forms shall be placed on file in the Office of the Chief Academic Officer.

SACSCOC 6.3