

SECTION 6

PROFESSIONAL EMPLOYEE INFORMATION

Academic Freedom Policy

The policy of the College is to recognize academic freedom, within the law, for its professional employees for inquiry, teaching, research and the pursuit of knowledge. In the exercise of this academic freedom, faculty may, within the law, discuss their own subject areas in the classroom, including controversial materials, as long as such discussions and materials are relevant to the subject area and the faculty distinguish between personal opinions and factual information. Changes in this policy will not be made without consultation with faculty.

Competencies for Counselors and Advisors at Butler

Counselors must hold graduate degrees in Counseling and full-time advisors must hold graduate degrees in any field. (Rev. 4-01)

Competencies for Teaching at Butler

Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline.

Faculty teaching courses in career and technical programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching. (Rev. 6/04)

Professional Employee Evaluation

Firmly committed to the statement of nondiscrimination and philosophy and purpose as printed in the College catalog, Butler maintains a program of continuous improvement of services and instruction. As part of this program, a procedure for evaluation of instructors has been developed. Involvement in evaluation is to be a professional growth experience with emphasis placed on self-improvement.

The evaluation for instructors shall include three parts:

- Student Rating - selected tool will be administered to all the individual instructor's students by the Division Dean or a person designated by the Dean.
- Classroom observation - performed by the Division Dean and/or Vice President or administrative person designated by the Division Dean. During the evaluation period, the Dean or his/her designee will observe the instructor in class at least once.
- Faculty Performance Plan -- is to be completed in accordance with the Professional Employee's evaluation cycle..

The evaluation of counselors and advisors shall include:

- Student evaluation - forms developed by committee of counselors, advisors and administration.
- Director of Enrollment Management - forms developed by committee of counselors, advisors and administration.
- Professional Development Plan - is to be completed/updated annually.

Evaluation Timetable

- Instructors, counselors and academic advisors in their first and second years shall be evaluated one time per semester by not later than the sixtieth (60th)

school day of the semester and shall include student and administrative evaluations, except that any employee who is not employed for the entire semester shall not be required to be evaluated.

- Instructors, counselors and academic advisors in their third and fourth years shall be evaluated at least one time each school year by not later than February 15 and shall include student and administrative evaluations. After the fourth year, instructors, counselors and academic advisors are regularly scheduled for evaluations every three years.
- Instructors, counselors and academic advisors in year 7, 10, 13, etc., shall be evaluated once during the school year by February 15 and shall include student and administrative evaluations.
- Any instructor, counselor or academic advisor may be scheduled for evaluation any semester either at his/her request or if the Division Dean or Director and the Vice President agree it should be done.
- If the evaluations appear to identify some concern(s), the instructor, counselor or academic advisor should be notified as soon as possible, but not later than ten (10) days after the student or classroom evaluation.
- Evaluation results will be reported to and discussed with the instructor, counselor or academic advisor within the semester of the evaluation or soon thereafter.
- If the instructor, counselor or academic advisor is dissatisfied with the evaluation by the Division Dean or Director, he/she may request in writing another evaluation by the Division Dean, Director and/or by the Vice President.

(Rev. 7/08)