

POLICY & PROCEDURES MEMORANDUM

TITLE:	CHARTER: COMMITTEE ON FACULTY EVALUATION & IMPROVEMENT OF INSTRUCTION
EFFECTIVE DATE:	February 1, 2005* <i>(*Title Updates 8/11/13; 6/7/12)</i>
CANCELLATION:	AA-1621.1B (4/20/99)
CATEGORY:	Academic (AA)

CHARTER

FUNCTION

The Committee on Faculty Evaluation and Improvement of Instruction serves as an advisory committee to the Vice Chancellor for Academic Affairs and is represented on the [Planning and Assessment Council](#). It serves to review and make recommendations regarding all issues related to the quality of instruction at the College. Specifically, the Committee implements, reviews, maintains, and evaluates policies and procedures relating to faculty evaluation and the improvement of instruction.

MEMBERSHIP

The Committee will be appointed by the Chancellor upon the recommendation of the Vice Chancellor for Academic Affairs and will be composed of representatives of each academic division and campus/site of the College. The Division Deans, Vice Chancellor for Student Affairs, and the Director of Faculty and Staff Development serve as ex-officio members. The Chair will serve on the [Planning and Assessment Council](#).

TERMS OF OFFICE

Each member of the Committee will serve for staggered three-year terms. The Chair will be appointed by the Vice Chancellor for Academic Affairs.

MEETINGS

The Vice Chancellor for Academic Affairs directs the Committee Chair to call the initial meeting within one month of appointment of the new Committee. Subsequent meetings are called by the Chair as required to accomplish the responsibilities of the Committee.

REPORTS

The Chair of the Committee will prepare and submit the [required reports](#) as designated in the yearly *Operational Guidelines*.

CANCELLATION

This policy and procedures memorandum cancels AA-16321.1B, *Charter: Committee on Faculty Evaluation and Improvement of Instruction*, dated April 20, 1999.

Attachments:

[Committee Standard Forms](#)

Policy Reference:

Delgado Policy and Procedures Memorandum [Faculty Evaluation and Improvement of Instruction](#)

Delgado Policy and Procedures Memorandum [Charter: Planning and Assessment Council](#)

Review Process:

Faculty Evaluation and Improvement of Instruction Committee 11/19/04

Academic Affairs Council 12/2/04

College Council 2/1/05

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