



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: FQAS - Professional Growth, Mentoring, Evaluation, and Compliance	Code: CC1203
Policy Reference: Wisconsin Administrative Code Chapter TCS 3; The Approved MATC District Plan	

In an effort to ensure quality education in the Wisconsin Technical College System (WTCS), the WTCS has established standards and procedures for the approval of minimum requirements for district educational personnel who provide instruction in courses that apply to a degree or adult basic education through a program of continuous participation in activities that will contribute to the professional growth of faculty within the system. The Faculty Quality Assurance System (FQAS) is the system used by the WTCS to ensure compliance.

A. PROFESSIONAL GROWTH, MENTORING, EVALUATION, AND COMPLIANCE OF MATC FULL-TIME PROBATIONARY FACULTY

It is the responsibility of the Faculty Development Coaches and Coordinators to

- guide the professional growth of the faculty
- follow up with each faculty and provide guidance needed for FQAS compliance

Requirement 1:

Full-Time Probationary Faculty must complete the “FQAS Faculty Development Program for New Faculty” within three (3) years of hire

- Academic Pathway Deans, in conjunction with the Center for Teaching Excellence, will notify Full-Time Faculty of the Probationary requirements to demonstrate FQAS Professional Development Competencies by completing ZERD 100-104, 197 courses (or for faculty who previously demonstrated WTCS competencies at the other Wisconsin Technical college, accelerated ZERD 212 can replace ZERD 101-104) during their probationary period.
- HR is responsible for adding the requirement for the FQAS Professional Development Competencies (ZERD 100-104, 197) courses as part of the “Probationary Teaching Evaluation System” in SumTotal, and faculty are responsible for registering and completing those ZERD courses.
- Full-Time Probationary Faculty must complete all steps as outlined in the Requirement 1 process upon completion of this three (3) year period, ending June 30th.

Requirement 2:

Full-Time Probationary Faculty must participate in and complete the requirements for the “Probationary Teaching Evaluation System,” such as the development of one Teaching Action Plan (TAP) and having one classroom observation during their Probationary period.

- HR is responsible for adding the requirement for one classroom observation and one Teaching Action Plan (TAP) in SumTotal; additional classroom observations will be added upon request from the Center for Teaching Excellence.
- Faculty Development (FD) Coaches are responsible for informing, coaching, and observing faculty.
- Faculty Development Coordinators are responsible for monitoring and notifying faculty about their Professional Development progress throughout the probationary cycle.
- Faculty are responsible for reading and reviewing their Professional Development Progress in SumTotal and completing all steps as outlined in the Requirement 2 process by the designated deadlines.

B. PROFESSIONAL GROWTH, MENTORING, EVALUATION, AND COMPLIANCE OF MATC FULL-TIME POST-PROBATIONARY FACULTY

It is the responsibility of the Faculty Development Coaches and Coordinators to

- guide the professional growth of the faculty
- follow up with each faculty and provide guidance needed for FQAS compliance

Requirement 1:

Full-Time Post-Probationary Faculty must complete a total of 60 hours of development activities every two (2) years: 20 hours in Currency (must represent each area faculty are credentialed to teach), and 40 hours of Teaching Excellence/Student Success.

- HR is responsible for adding the requirement for submission FQAS activity hours in SumTotal
- Full-Time Post-Probationary Faculty must complete all steps as outlined in the Requirement 1 process upon completion of this two (2) year period, ending June 30th.
- FD Coordinators are responsible for checking daily submissions and marking them as approved or rejected. In case they are rejected, FD Coordinators are expected to communicate reasons to faculty.

Requirement 2:

Full-Time Post-Probationary Faculty must participate in Faculty Peer Coaching and must complete a Teaching Action Plan (TAP) in SumTotal annually during their two (2) year Renewal Cycle

- HR is responsible for adding the requirement for the Teaching Action Plan (TAP) in SumTotal at the beginning of the post-probational cycle
- FD Coordinators are responsible for monitoring faculty progress throughout the probationary cycle, and yearly reminders. They communicate the deadlines, steps necessary to complete, and expectations to Post-Probationary Faculty at the beginning of each academic year.
- Faculty are responsible for reading and reviewing their Professional Development Progress in SumTotal and completing all steps as outlined in the Requirement 2 process by the designated deadlines.

C. PROFESSIONAL GROWTH, MENTORING, EVALUATION, AND COMPLIANCE OF MATC PART-TIME PROBATIONARY FACULTY

It is the responsibility of the Faculty Development Coaches and Coordinators to

- guide the professional growth of the faculty
- follow up with each faculty and provide guidance needed for FQAS compliance

Requirement 1:

Part-Time Probationary Faculty must complete the “FQAS Faculty Development Program for New Faculty” within three (5) years of hire.

- Academic Pathway Deans, in conjunction with the Center for Teaching Excellence, will notify Part-Time Faculty of the Probationary requirements to demonstrate FQAS Professional Development Competencies by completing ZERD 100-104, 197 courses (or for faculty who previously demonstrated WTCS competencies at the other Wisconsin Technical college, accelerated ZERD 212 course can replace ZERD 101-104) during their probationary period.
- HR is responsible for adding the requirement for the FQAS Professional Development Competencies (ZERD 100-104, 197) courses as part of the “Probationary Teaching Evaluation System” in SumTotal, and faculty are responsible for registering and completing those ZERD courses.
- Part-Time Probationary Faculty must complete all steps as outlined in the Requirement 1 process upon completion of this five (5) year period, ending June 30th.

Requirement 2:

Part-Time Probationary Faculty must participate in and complete the requirements for the “Probationary Teaching Evaluation System,” such as the development of one Teaching Action Plan (TAP) and having one classroom observation during their Probationary period.

- HR is responsible for adding the requirement for one classroom observation and one Teaching Action Plan (TAP) in SumTotal; additional classroom observations will be added upon request from the Center for Teaching Excellence.
- Faculty Development (FD) Coaches are responsible for informing, coaching, and observing faculty.
- Faculty Development Coordinators are responsible for monitoring and notifying faculty about their Professional Development progress throughout the probationary cycle.
- Faculty are responsible for reading and reviewing their Professional Development Progress in SumTotal and completing all steps as outlined in the Requirement 2 process by the designated deadlines.

D. PROFESSIONAL GROWTH, MENTORING, EVALUATION, AND COMPLIANCE OF MATC FULL-TIME POST-PROBATIONARY FACULTY

It is the responsibility of the Faculty Development Coaches and Coordinators to

- guide the professional growth of the faculty
- follow up with each faculty and provide guidance needed for FQAS compliance

Requirement 1:

Part-Time Post-Probationary Faculty must complete a total of 60 hours of development activities every four (4) years: 20 hours in Currency (must represent each area faculty are credentialed to teach), and 40 hours of Teaching Excellence/Student Success.

- HR is responsible for adding the requirement for submission FQAS activity hours in SumTotal
- Part-Time Post-Probationary Faculty must complete all steps as outlined in the Requirement 1 process upon completion of this four (4) year period, ending June 30th.

- FD Coordinators are responsible for checking daily submissions and marking them as approved or rejected. In case they are rejected, FD Coordinators are expected to communicate reasons to faculty.

Requirement 2:

Part-Time Post-Probationary Faculty must participate in Faculty Peer Coaching and must complete one Teaching Action Plan (TAP) in SumTotal during their four (4) year Renewal Cycle

- HR is responsible for adding the requirement for the Teaching Action Plan (TAP) at the beginning of the post-probational cycle
- FD Coordinators are responsible for monitoring faculty progress throughout the probationary cycle, and yearly reminders. They communicate the deadlines, steps necessary to complete, and expectations to Post-Probationary Faculty at the beginning of each academic year.
- Faculty are responsible for reading and reviewing their Professional Development Progress in SumTotal and completing all steps as outlined in the Requirement 2 process by the designated deadlines.

E. COMPLIANCE:

Faculty who do not complete their requirements as stated above by their designated due dates will be subject to disciplinary action, layoff, or termination per MATC policies depending on the circumstances (i.e., time between instances, number of steps missed, or severity of conduct). AP Dean, Director of the CTE and HR representatives will be notified by the FD Coordinator to begin the Corrective Action Process.