

## **RSSAA Faculty Evaluation Team (FET) Mandate 2023-24 School Year**

**Through evaluation, we as teachers come to recognize our own and one another's striving. This is the essence of collegial working and teaching.**

The Faculty Evaluation Team ensures that all full and part-time faculty, assistants, and aftercare staff of the Rudolf Steiner School of Ann Arbor are receiving the feedback and support they need. Evaluation is done in two ways:

1. Evaluations organized by the Faculty Evaluation Team (FET) and conducted by in-house faculty members at a minimum of four-year intervals. This includes self-evaluation, collegial evaluation, and parent surveys.
2. Planned evaluations from external evaluators.

The mandate of the FET arises from the recognition in the College of Teachers that a formal evaluation process that supports the development of healthy pedagogy in the school and honest and productive working relationships between colleagues. Through this committee, we strive to bring our teaching to a level of excellence meeting the ever-changing needs of our students.

We operate from the assumption that everyone is striving to their utmost to tend to all aspects of their work as colleagues in the school. We strive to maintain an atmosphere of open feedback with compassion, concern and honesty.

The FET is responsible for:

- Coordination and oversight of internal evaluations on a rotating basis for all fulltime faculty members (new teachers should receive two visits in their first year).
- Coordination and oversight of external evaluation visits for faculty when needed (fourth and seventh grade for class teachers).
- Ensuring that the outcomes of both internal and external evaluations are shared with the evaluated faculty member, and with the appropriate level Carrying Group
- Ensuring that the visited teacher receives the feedback and that if there are concerns the protocol for additional visits and communication with the level Carrying Group is completed.
- Conducting and processing parent input through the parent surveys.

- Conducting collegial evaluations.

Members: The Faculty Evaluation Team will be staffed by the Early Childhood Faculty Chair, the Lower School Faculty Chair and the High School Faculty Chair, and at least two other long-term experienced teachers. The Committee Chair is chosen by the College and must be a College member.

Decision Making: Decision making will be done by consensus within the group according to the School Governance model. Minor changes to mandated areas of oversight may be made within the FET and reported to the College Chair. Significant and major changes to the processes of the FET should be recommended to the College. Communication between the FET and the three levels of faculty will be carried by the Faculty Chair for each level.

Meetings: The FET will meet at least once every two weeks throughout the school year.

Committee Governance Status: The FET Committee is a committee of the College. This means that the FET Chair will attend the Pedagogical Integration Team (PIT) meeting once a month and give regular updates in the College on a schedule determined by the College Chair.