

ARTICLE 7C : EVALUATION OF PART-TIME FACULTY

The purpose of faculty evaluation is to improve the performance of each faculty member. The faculty evaluation process is designed to transcend legal compliance and to foster meaningful professional growth. Since every professional educator has certain areas in which the improvement of performance is possible, the faculty evaluation process is structured to help each faculty member identify relevant areas for performance improvement and develop an appropriate plan to accomplish professional growth.

A. Evaluation Cycle:

Part-time faculty members shall be evaluated twice in their first four semesters of employment and at least once every four semesters of employment thereafter. The first evaluation shall occur during the first year of service. For a faculty member whose assignment includes both an on-ground and an online component, an effort shall be made to evaluate both components. For the purposes of this article, an online component means a hybrid or online assignment.

If employment begins during a Winter or Summer intersession, the evaluation cycle shall begin the following Fall or Spring semester of employment. Evaluations are not conducted during Winter or Summer intersessions except in cases where the faculty member's only assignment occurs during these intersessions, in which case evaluations shall occur at least once every two years of employment.

Follow-up evaluations mentioned in section F below do not alter the Evaluation Cycle.

Each part-time faculty member shall be evaluated by the department chair or faculty leader or by a full-time member of the department designated by the chair or faculty leader.

B. The Evaluation File

The Evaluation File will include the following:

1. Syllabi

The Evaluatee will supply for the Evaluation File the syllabi for all the classes taught by the Evaluatee.

2. Official Course Outlines of Record

The department chair or faculty leader or designee will supply for the Evaluation File all the official course outlines of record for the courses being taught by the Evaluatee.

3. Self-evaluation

Self-evaluations shall be completed and submitted to the Evaluator by the end of the tenth week of the semester. The Self-evaluation may include but need not be limited to the following materials:

- a. A description of professional growth activities in which the faculty member has been involved.

b. Plans for improving the faculty member's effectiveness. Such plans may be based on:

1. Self-assessment of teaching methods and/or delivery of services to students
2. Review of curriculum and course content
3. Student and peer evaluations
4. Review of the faculty member's relationships with students and colleagues
5. Self-evaluation of current level of knowledge and skills required for the assignment
6. Student achievement and retention; and
7. Other relevant factors suggested by the Evaluator

4. Other Materials

The Evaluator will clearly describe in writing the other materials he/she decides are relevant and necessary for a complete, effective, and fair evaluation. The Evaluator will provide the Evaluatee at least two weeks to assemble those materials for which the Evaluatee is responsible.

The Evaluatee may submit to the Evaluator a report of any additional professional activities that the Evaluatee wishes to include in the Evaluation File. Such activities may include shared governance participation, faculty representation, research, publications, student mentoring, or community service activities.

5. Reports of Classroom or Service Observations

The Evaluator will conduct one or more classroom and/or service observations before the end of the fourteenth week of the Semester. The Evaluator will inform the Evaluatee whether each observation will be announced or unannounced. The Evaluator shall inform the Evaluatee of the need to provide access to online courses, if applicable.

6. Professionalism Form

The department chair, faculty leader, or designee will complete the Professionalism Form before the end of the fourteenth week of the Semester. This form will be shared with the Evaluator, if different from the Chair, faculty leader or designee, following the completion of the Faculty Observation Form and prior to the completion of the Summary Form.

7. Optional Response to the Evaluation

The Evaluatee shall be provided ten working days to prepare a written response to the evaluation. Such response shall be submitted to the department chair or faculty leader and then forwarded to Human Resources where it shall be included in the Evaluation File.

C. Student Evaluations

Student evaluations shall take place during the third quarter of each assigned course section.

A summary of student evaluations shall be available to the department chair or faculty leader before the

end of the fourteenth week of the semester. This summary will be shared with the Evaluator, if different from the Chair or faculty leader, following the completion of the Faculty Observation Form.

D. Peer Evaluation

The evaluator shall complete a written evaluation which is solely based upon the classroom or service observation and materials contained in the Evaluation File. The student evaluation results may be used to inform the discussion between the Evaluator and the Evaluatee. The evaluator shall complete the Faculty Evaluation Summary Form For Part-Time Faculty. The Evaluation File will state the reasons for the recommendation of the Evaluator.

E. Conference with Evaluatee

The Evaluator will meet with the Evaluatee and review all materials in the Evaluation File before the end of the sixteenth week of the semester. At the request of the Evaluatee, Evaluator or the department chair/faculty leader, both the Evaluator and the department chair/faculty leader may attend this conference with the Evaluatee. The evaluator and the evaluatee shall sign the Faculty Evaluation Summary Form as an indication that the meeting took place.

A copy of the Faculty Observation Form, Professionalism form, and the Summary Form shall be made available to the faculty member at least forty-eight hours prior to the conference with the Evaluator.

F. Follow-up Evaluation

When a faculty member receives a rating other than Satisfactory, a follow-up evaluation shall occur in the next semester of employment, if reemployed. Either the Evaluatee or the department chair or faculty leader may request this follow-up evaluation be performed through a Panel Evaluation of two full-time faculty members selected by the department chair or faculty leader. If the original Evaluator was anyone other than the department chair or faculty leader, the Evaluatee can request to exclude that person from the panel.

G. Recordkeeping

The evaluation report, signed by the faculty member, the evaluator, and the department chair or faculty leader (if different from the evaluator), should be submitted to the Office of Academic Affairs or Student Affairs, as appropriate, to be forwarded to Human Resources, along with the self-evaluation report, no later than the end of the semester in which the evaluation is conducted.

H. The Evaluation Timeline

For the purpose of this article the week of spring break shall not be counted as a week in the timeline. The timeline below assumes a regular sixteen-week semester assignment. For assignments scheduled with a different length, the timeline shall be proportionally adjusted.

1. End of Week Five: The Department Chair or Faculty leader notifies the part-time faculty member of the evaluation and notifies the Evaluatee in writing of the materials that the evaluatee needs to submit for the evaluation file. The Department Chair or Faculty leader shall inform the Evaluatee of the need to provide online classroom access, if applicable.
2. End of Week Eight: An effort will be made to select an Evaluator and notify the Evaluatee of this selection with the recognition that certain unforeseen circumstances may result in substitutions, as necessary.
3. End of Week Ten: Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.
4. End of Week Twelve: Deadline for Student Evaluations to be submitted to MIS for processing.
5. End of Week Fourteen: Deadline for completing and filing of all Evaluation File materials.
6. End of Week Sixteen: Deadline for completing the conference with the Evaluatee.
7. Ten days after The Evaluation Form is signed: Deadline for completing the optional Evaluatee response.