

OFFICE OF HUMAN RESOURCES

March 1, 2016

TO: Department Chairs/Faculty Leaders

FROM: Sherri Lee-Lewis
Dean, Human Resources

RE: **Faculty Evaluations – Hourly/Adjunct**

Hourly/Adjunct faculty (**Hourly**) are included on the attached list of faculty scheduled for an evaluation during the 2016-2017 academic year. I am hopeful that the updates to the program by the IT department have produced more accurate lists.

Please see Article 7C: Evaluation of Part-Time Faculty from the faculty/district agreement to review the process.

Adjunct/Hourly 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.

- ***If you have new adjunct/hourly instructors who are not listed, please add them. If you find incorrect information on the list, please contact me as soon as possible.***

Please pay close attention to those faculty members who are new and anyone who does not have a date in the evaluated last column. These instructors should be evaluated first.

- **Pursuant to the contract, hourly/adjunct faculty MUST be notified that they are scheduled to be evaluated. Please see the letter attached for your use and the timeline.**
- **Please be sure to notify your hourly/adjunct faculty who are scheduled for a peer evaluation that self-evaluations are due to you by the designated date (see Appendix J of the faculty/district agreement for a sample self-evaluation format).**
- **A timeline for adjunct/hourly faculty, is also attached for your review and use.**
- **Faculty Observation forms, the Professionalism form and the appropriate Faculty Evaluation Summary form can be found on the faculty association website, as well as the human resources website.**
- **Please remember that the evaluatee must be provided with a full copy of the evaluation at least 48 hours prior to the conference.**

If you have additional questions, please feel free to contact me at extension 4419.

Evalltr 03/01/16