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## TENURE REVIEW & FACULTY EVALUATION MANUAL

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### **Evaluation Procedures for Part-Time Instructional Faculty**

The goals for part-time instructional evaluations have been established as follows:

1. To measure the effectiveness of instructor performance and to identify and provide assistance for improved instructor performance.
2. To provide reasonable criteria for reappointment.
3. To provide stability for long-term Southwestern College part-time faculty.
4. To encourage continued growth in instructor performance.

Part-time faculty who are employed under the Salary Schedule for Academic Part-Time Equity, in appendix B of the SCEA Contract, will be evaluated under the following policy and procedures:

1. Responsibility — The overall responsibility for establishing a program for evaluation of part-time faculty lies with the Assistant Superintendent/Vice President for Academic Affairs. The direct supervision of part-time faculty lies with the Dean or designee.
2. Procedures for the evaluation of part-time faculty in their first six semesters of teaching at Southwestern College:

All new part-time faculty, including those new to a discipline regardless of length of employment in other disciplines at Southwestern College, shall undergo a full performance evaluation three times during the first six semesters of service at Southwestern College. More than three evaluations may be conducted only in the event that all criteria for out-of-sequence evaluations are met and documented (see Item #4 below).

At the beginning of each semester, it will be the responsibility of Human Resources to determine the part-time faculty to be evaluated. The instructor shall receive written notification of an evaluation.

The overall responsibility for conducting the evaluation of part-time faculty lies with the Dean or designee. The Dean, in consultation with the Department Chair, will select a full-time faculty member(s) to serve as faculty peer evaluator(s) for the part-time faculty.

A full performance evaluation will include classroom observation, student evaluations, syllabus and course materials review, self-evaluation, and performance summary evaluation according to the following guidelines and procedures. The person conducting the observation may, but is not required to, announce the day they will visit the class. Faculty members

being evaluated will receive a copy of all original evaluation documents in a timely manner. All original documents will be placed in the faculty member's personnel file in Human Resources:

a.) Self-Evaluation:

Faculty undergoing evaluation will complete the Part-Time Faculty Self-Evaluation Statement Form in the Tenure Review & Faculty Evaluation Manual within 10 working days of notification of evaluation.

b.) Course Syllabus and Sample Course Materials Evaluation:

In conjunction with the observation, the course syllabus and sample course materials will be considered and reviewed as part of the evaluation process using the prescribed form in the Tenure Review & Faculty Evaluation Manual. Course syllabi for all assigned courses must be on file in the School/Center office by the end of the first week of instruction. Other pertinent documents, such as grade rosters and census rosters, must also be turned in by the required date. Failure of the faculty to submit the aforementioned documents in a timely manner may result in an out-of-sequence evaluation.

c.) Classroom Observation:

A part-time faculty member shall be visited three times during the first six semesters of teaching at Southwestern College. The instructor shall receive written notification of a classroom observation evaluation, which may occur after the second week of class and before the last week of instruction. The part-time faculty member will be evaluated through classroom observation using the appropriate District-approved evaluation form listed in the Tenure Review & Faculty Evaluation Manual. Classroom observations shall be conducted for a minimum of 50 minutes.

The first classroom observation will be conducted by the Dean, Director, or Department Chair; the second classroom observation will be conducted by the designated full-time faculty member; the third classroom observation will be conducted by the Department Chair or the Dean, Director, or designee. Designees will be selected by the responsible administrator.

When feasible, the classroom observation will be made by a full-time faculty member whose contract assignment is in the same discipline as that of the part-time faculty member being evaluated.

An additional class observation, when warranted, may be authorized and arranged by the responsible Dean in consultation with the Department Chair.

d.) Student Evaluation:

Student evaluations will be conducted using the prescribed form in the Tenure Review & Faculty Evaluation Manual. Only registered students may evaluate instructional faculty.

The evaluation will be administered by a student chosen by the part-time faculty member and completed questionnaires will be forwarded to the appropriate Dean. Human Resources will summarize the results of the student evaluation and prepare a student evaluation summary report for the Dean.

e.) Performance Summary Evaluation:

The summary section of the Part-Time Faculty Evaluation Report form will be completed and signed by the Dean or Director:

- 1) If the Performance Summary Evaluation is Satisfactory, the faculty member or Dean may request a meeting to review the evaluation. The original evaluation documents and a copy of the evaluation documents will be placed in the faculty member's mailbox. The faculty member will sign the originals and return them to the School/Center office; the faculty member will keep the copies for his/her records. The faculty member's signature on the documents indicates awareness of the evaluations and does not necessarily indicate agreement with the comments.
- 2) If the Performance Summary Evaluation is Improvement Needed or Unsatisfactory, the responsible Dean or Director must arrange for a conference with the instructor being evaluated, at which time the evaluation will be reviewed, and the instructor will be requested to sign the evaluation form. The instructor will be provided with a copy of the summary evaluation, as well as copies of classroom observation, student and syllabus evaluations at the time of this meeting.
- 3) If an Improvement Needed is indicated on the performance summary evaluation, the specific nature of the improvement needed shall be stated in the Comments section at the bottom of the form or in an attached document. In future evaluations, issues that needed improvement from past evaluation cycles but were not specified on the form in the Comments section shall not be included as ongoing issues of concern.

### 3. Procedures for On-going Part-Time Evaluations

After the first six semesters of consecutive service, a part-time faculty member will be evaluated on an on-going basis every sixth subsequent semester. At the discretion of the Dean, the evaluation shall include the following: 1) student evaluations; 2) in-class evaluation; 3) Self-Evaluation Statement; and/or 4) course syllabus and materials review. The evaluation shall include a Performance Summary Evaluation. Continuation of vested status is contingent on satisfactory evaluations.

The evaluation procedures for on-going part-time faculty will follow the steps as described in Section 2a through 2e above.

The evaluation of a part-time faculty member who is vested in multiple disciplines shall satisfy all disciplines in which the part-time faculty member is vested if those disciplines are related and supervised by the same Dean (CBA Article 15.2.6.2).

#### 4. Out-Of-Sequence Part-Time Evaluation

- a) At the discretion of, and upon mutual agreement between the responsible Dean and the responsible Department Chair, an out-of-sequence full-performance evaluation of a part-time faculty member may be conducted under the following circumstances: 1) valid written student complaint(s); 2) poor student evaluations; 3) census rosters, a syllabus for each assigned class and final grades not turned in by their respective due dates; 4) documented areas of concern by the Dean or the Chair. SCEA will be informed immediately in writing by the Dean or Chair of initiated out-of-sequence evaluations.
- b) A full-performance evaluation may include the following: 1) student evaluations; 2) in-class evaluation; 3) Self-Evaluation Statement; and/or 4) course syllabus and materials review. The evaluation shall include a Performance Summary Evaluation. Under these circumstances, both the Dean and Chair will conduct an in-class evaluation of the part-time faculty member. Loss of vested status will occur in those circumstances in which both the Dean and Chair concur that the part-time faculty member's performance is unsatisfactory. In situations in which there is no consensus between the Dean and Chair, the part-time faculty member will be evaluated in the next consecutive semester by both the Dean and Chair.
- c) The Dean and the Chair retain the right to assign this out-of-sequence evaluation(s) of the part-time faculty member to one of their designees. With respect to all staffing decisions, consistent with section 4.3 of the SCEA contract, Policy No. 5109 (the Staff Diversity Plan), and Policy No. 5303 (Overload Assignments) of the Policy Manual, the Dean retains the right of assignment.
- d) Appeal Procedure — Should a part-time instructional faculty member consider his/her summary evaluation report to be unfair or inaccurate, he/she may request the responsible Assistant Superintendent/Vice President to arrange for another observation by a Dean or designee. Finally, the faculty member retains the right to contact SCEA with concerns.