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## TENURE REVIEW & FACULTY EVALUATION MANUAL

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### **Evaluation Procedures for Noncredit Instructors Exclusively:**

It is intended that the evaluation process be comprehensive, fair, and humane. At the District's discretion, all aspects of the faculty members assignments such as instructional, non-instructional, and overload assignments may be evaluated. When overload is being evaluated as part of a comprehensive evaluation, proportional weight shall be placed on the primary duties of the unit member's assignment when completing the summary evaluation.

The procedures for noncredit instructor's evaluations have been established as follows:

1. Instructors teaching noncredit courses will have all students complete the approved student evaluation form used for credit courses for each section they are teaching each semester; these completed evaluations are to be returned to the Continuing Education Office by the instructor. The evaluation packet must be sealed and signed by the student proctoring the class evaluation.
2. Substantive negative evaluations will require a classroom evaluation visit prior to teaching the next semester. If the student evaluation summary report is below the average for the School of Continuing Education, Economic and Workforce Development, an observation will be conducted by the Dean of School of Continuing Education, Economic and Workforce Development or designee in the immediate subsequent semester. The person conducting the observation may, but is not required to, announce the day they will visit the class.
3. Instructors who teach in both the credit and noncredit programs will follow the credit evaluation procedures/timelines unless the Dean of Continuing Education or responsible discipline Department Chair requests an additional evaluation due to written complaints related only to the noncredit courses.
4. New instructors who teach noncredit classes exclusively will have a 50 minute classroom observation by the Dean of Continuing Education, Economic and Workforce Development (or designee), Department Chair, or by a tenured faculty member from a related discipline, within completion of no more than 54 hours (derived as an equivalent of 3 lecture units) of instruction. The evaluation will take place after the first hour but prior to the last hour of the course.
5. Ongoing instructors who exclusively teach noncredit classes will have a 50 minute classroom observation at least once every three years of service.

6. The College reserves the right to conduct classroom observations upon receipt of a written complaint and may act upon said complaints after consultation with the responsible Dean and/or Department Chair.
7. The Part-Time Vesting Policy does not apply to instructors teaching noncredit courses.
8. The evaluation form for noncredit courses shall be the same as for all credit courses.
9. By mutual agreement of the Governing Board and the SCEA, negotiations on this Article may be reopened at any time.