

HUMAN RESOURCES OFFICE

MEMORANDUM

TO: New Adjunct Faculty

FROM: Jackie Osborne, Director of Human Resources

DATE: March 6, 2008

SUBJECT: Notice of First Semester Evaluation

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 no less than three times during the first six semesters of employment at Southwestern College.

Evaluation Procedures for Part-time Instructional/Non-Instructional Faculty and forms are available at <u>www.swccd.edu</u> under Faculty and Staff, Tenure Review link.