
TENURE REVIEW & FACULTY EVALUATION MANUAL

Evaluation Procedures for Noncredit Instructors Exclusively:

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, a class visitation will be conducted by the Dean of School of Continuing Education, Economic and Workforce Development or designee in the immediate subsequent semester.
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 cognizant 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 visitation 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 visitation at least once every three years of service.
6. The College reserves the right to conduct classroom visitations upon receipt of a written complaint and may act upon said complaints after consultation with the cognizant 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 S.C.E.A., negotiations on this Article may be reopened at any time.