
TENURE REVIEW & FACULTY EVALUATION MANUAL

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 SWC Part-Time faculty.
4. To encourage continued growth in instructor performance.

Part-Time instructors who are employed under the Salary Schedule for Academic Part-Time Equity, in appendix B of the S.C.E.A. Contract, will be evaluated under the following policy and procedures:

1. **Responsibility** — The overall responsibility for establishing a program for evaluation of Part-Time instructors lies with the Vice President for Academic Affairs. The direct supervision of Part-Time instructors lies with the School Dean or designee. Instructors assigned only evening, extension or Saturday section (s) may be evaluated by the Evening Administrator.
2. **Procedures for Instructors in their first six semesters of teaching at Southwestern College:**

All new Part-Time instructors, including those new to a discipline regardless of length of employment in other disciplines at SWC, shall undergo a full performance evaluation no less than three times during the first six semesters teaching courses at Southwestern College.

At the beginning of each semester, it will be the responsibility of Human Resources to determine those day, evening, extension and Saturday Part-Time instructors 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 School Dean or designee. The School Dean, in consultation with the Department Chair, will select a full-time faculty member(s) to serve as faculty peer evaluator(s) for the School Part-Time faculty.

A full performance evaluation will include classroom visitation, student evaluations, syllabus and course materials review, self-evaluation, and performance evaluation summary according to the following guidelines and procedures. 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 should complete the 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 visitation, 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 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 Visitation:

A Part-Time instructor shall be visited no less than three times during the first six semesters of teaching at Southwestern College. The instructor shall receive written notification of a classroom visitation evaluation, which may occur after the second week of class and before the last week of instruction. The Part-Time instructor will be evaluated through classroom visitation using the appropriate District-approved evaluation form listed in the Tenure Review & Faculty Evaluation Manual.

The first classroom visitation will be conducted by the School Dean or Department Chair; the second classroom visitation will be conducted by the designated full-time faculty member; the third classroom visitation will be conducted by the Department Chair or the School Dean.

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

An additional class visitation, when warranted, may be authorized and arranged by the cognizant School 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. 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 School Dean.

e.) Summary Evaluation:

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

- 1) If the 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 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 summary evaluation is Improvement Needed or Unsatisfactory, the cognizant School Dean or designee 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 class visitation, student, and syllabus evaluations at the time of this meeting.

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

After the sixth consecutive semester of teaching, a Part-Time instructor will be evaluated on an on-going basis every sixth subsequent semester. At the discretion of the Dean, the evaluation may include the following: 1) student evaluations; 2) in-class evaluation; 3) self-evaluation statement; 4) course syllabus and materials review; and/or 5) summary evaluation. Continuation of vested status is contingent upon satisfactory evaluations.

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

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

- a) At the discretion of, and upon mutual agreement between the cognizant Dean and the cognizant 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.
- b) A full-performance evaluation may include the following: 1) student evaluations; 2) in-class evaluation; 3) course syllabus and materials review; and/or 4) 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 the 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 S.C.E.A. contract, Policy No. 5109 (the Staff Diversity Plan), and Policy No. 5303 (Overload Assignments) of the Policy Manual, the School Dean retains the right of assignment.