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## **TENURE REVIEW & FACULTY EVALUATION MANUAL**

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### **EVALUATION PROCEDURES FOR PART-TIME NON-INSTRUCTIONAL FACULTY**

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

1. To encourage continued growth in the performance of the non-instructional assignment.
2. To measure the effectiveness of performance in the non-instructional assignment and to identify and provide assistance for improved performance.
3. To measure the effectiveness of performance in teaching Personal Development courses, if applicable.
4. To provide reasonable criteria for reappointment.

Part-time non-instructional faculty who are employed under the part-time Salary Schedule will be evaluated under the following policy and procedures:

1. Responsibility – The overall responsibility for establishing a program for evaluation of part-time non-instructional faculty lies with the Assistant Superintendent/Vice President/Academic Affairs, the Assistant Superintendent/Vice President, Student Affairs, or the Superintendent/ President. The direct supervision of part-time non-instructional faculty lies with the Dean or designee.
2. Procedures—Non-instructional faculty in their first six semesters of service at Southwestern College:
  - a) A part-time non-instructional faculty shall be observed 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). The non-instructional faculty shall receive written notification of an evaluation, which may occur after the second week and before the last week of instruction. At the beginning of each semester, it will be the responsibility of the Human Resources to determine those part-time non-instructional faculty that are to be evaluated.

The Dean, in consultation with the Department Chair or Faculty Coordinator, will identify a full-time faculty member who can serve as faculty peer evaluator for the part-time faculty.

It is the responsibility of the Dean, Department Chair, Faculty Coordinator or designee to carry out the evaluation of part-time faculty under his/her cognizance. The part-time non-instructional faculty will be evaluated through activity observation using the appropriate evaluation form. The first observation will be conducted by the Dean, Department Chair, or Faculty Coordinator; the second observation will be conducted by the designated full-time faculty member; the third observation will be conducted by the Dean, Department Chair, Faculty Coordinator, or designee. When feasible, the non-instructional observation will be made by a unit member whose contract assignment is in the same area of service as that of the part-time faculty being evaluated.

- b) In conjunction with the activity observation, use of materials and documents pertinent to the assignment will be considered and reviewed as part of the evaluation process. Faculty undergoing evaluation will complete the Part-Time Faculty Self-Evaluation Statement Form in the Tenure Review and Faculty Evaluation Manual.
- c) The Performance Summary Evaluation form will be completed and signed by the responsible Dean or Director. If the overall evaluation is satisfactory, the evaluation may be placed in the mailbox of the non-instructional faculty being evaluated, who will be provided with the opportunity, if he/she so wishes, to discuss the report with the person who prepared the assignment activity observation report. The faculty members will sign both copies of the report, keep one copy and return the other to the responsible Dean or Director for filing in Human Resources.
- d) If the Performance Summary Evaluation is marked Unsatisfactory, the responsible Dean or Director will arrange for a conference with the non-instructional faculty being evaluated, at which time the evaluation will be reviewed and the part-time faculty member will be requested to sign the evaluation form. The non-instructional faculty will be provided with a copy of the evaluation report and the original will be sent to Human Resources for filing.

#### Student Evaluations:

Student evaluations will be conducted using the prescribed form in the Tenure Review & Faculty Evaluation Manual.

For Counseling, EOPS, DSS, or ITC faculty, the Administrative Secretary will type the faculty member's name into the top of the student evaluation form before printing it. The directions on the form will instruct the student to return the form to a designated evaluation box at the front counter of the area's office. A minimum number of 30 student evaluations will be printed for students to evaluate the faculty member on scheduled appointments or student contacts during the student evaluation window. The student will receive the evaluation form when he or she checks in to the appointment and will fill it out after the appointment in the office waiting room. At the conclusion of the student evaluation window, the Administrative Secretary will return the completed forms to Human Resources for processing.

Human Resources will summarize the results of the student evaluation and prepare a student evaluation summary report for the Dean or Director.

3. On-going Evaluation – After the first six semesters of consecutive service, non-instructional part-time faculty will be evaluated on an on-going basis every sixth subsequent semester. At the discretion of the Dean, the evaluation shall include at least one of the following: 1) student evaluations; 2) in-class or activity 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 2d** 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/Faculty Coordinator, 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) documented areas of concern by the Dean or the Chair or Faculty Coordinator. SCEA President will be informed immediately in writing by the Dean or Chair/Faculty Coordinator of initiated out-of-sequence evaluations.
  - b) A full-performance evaluation may include the following: 1) student evaluations; 2) in-class or activity evaluation; 3) course syllabus and materials review (if applicable); and/or 4) performance Summary Evaluation. Under these circumstances, both the Dean and Chair/Faculty Coordinator will conduct an in-class or activity evaluation of the part-time faculty member. Loss of vested status will occur in those circumstances in which both the Dean and Chair/Faculty Coordinator concur that the part-time faculty member's performance is unsatisfactory. In situations in which there is no consensus between the Dean and Chair/Faculty Coordinator, the part-time faculty member will be evaluated in the next consecutive semester by both the Dean and Chair/Faculty Coordinator.
  - c) The Dean and the Chair/Faculty Coordinator 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 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.
5. Appeal Procedure – Should a part-time non-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. Further, the part-time non-instructional faculty member may request that the Dean

or designee obtain and summarize an evaluation from students using a Student Rating form. Finally, the faculty member retains the right to contact SCEA with concerns.