

Part-time Faculty Evaluation System Evaluation Methods*

The following evaluation methods describe the minimum type and frequency of evaluations for part-time faculty (see matrix for additional information).

1. Syllabus Review

New Faculty	Director/Program Chair review (first term)
Returning faculty	Director/Program Chair review as appropriate

2. Student Evaluations

All faculty	Conducted each term – director sends summary to faculty
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3. Class Observation

Prior to Step 4. Recommended during Steps 1 and/or 2

4. Faculty Evaluations

All faculty	Formal evaluation prior to Step 5 Second formal evaluation prior to Step 5 At Step 5 and above, one formal evaluation approximately every three years
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Key points in **Formal Evaluation** as per Article 11 (Part-Time Collective Bargaining Agreement) include: Evaluation may occur when the College determines to do so, has no limitation in evaluation techniques and methods, provides notification (written) from the evaluator setting forth techniques and methods to be used prior to evaluation, is in writing and is submitted to Human Resources, allows employees to have an opportunity to respond to the evaluation, provides oral feedback to part-time faculty to assure that the primary purpose of evaluation is for the improvement of instruction.

*Excludes full-time faculty on part-time contracts