

## I. Instructions for Completing Part-time Faculty Evaluations

Administrative Evaluator shall ensure part-time faculty are apprised of evaluation process prior to implementation.

### A. Peer Review

1. Faculty Evaluator schedules a mutually convenient day/time with the Evaluatee to perform Peer Review and distribute Student Evaluation forms.
2. Faculty Evaluator observes the Evaluatee and completes the Peer Review form.
3. Faculty Evaluator distributes and collects Student Evaluation forms at the time of the Peer Review. Or in the case of a one-on-one setting, the Faculty Evaluator coordinates with the appropriate instructional area to have Student Evaluations distributed and collected.
  - a. Confidentiality: The Evaluatee may not remain in the same setting as the students while evaluations are completed and collected.
  - b. Student responses are collected on Student Evaluation Forms, or by an online survey for online students.
  - c. Written comments are typed and returned to the Faculty Evaluator via a Summary Report, before being shared with the Evaluatee to protect student anonymity.
  - d. In the case of faculty who have significant duties outside the traditional classroom environment, such as counselors, librarians, or HEOC faculty in the clinical environment, every effort will be made to perform Peer Reviews under as many varied circumstances as possible. See page 2 of Evaluation Guidelines.

### B. Student Evaluations

1. Student evaluation forms are forwarded to Office of Academic Affairs where they will be scanned and returned to Faculty Evaluator.
  - a. Summary Reports: The Office of Academic Affairs secretary processes the raw data from the Student Evaluations, maintains confidentiality, completes, and returns a summary report to the Faculty Evaluator. The Evaluatee will receive a copy of the summary report.

b. Typed Comments : Administrative support will be provided to type student comments.

2. Once Student Evaluation forms are scanned and returned to the Faculty Evaluator, s/he will schedule a meeting with the Evaluatee to discuss Student Evaluations, typed comments, and Evaluator's Peer Review.
3. Faculty Evaluator and Evaluatee sign and date the Peer Review form, which is then forwarded to the Administrative Evaluator.

### C. Administrative Evaluation and Final Forms

1. The Administrative Evaluator will conduct an evaluation to determine if the Evaluatee is completing his/her contractual requirements and professional responsibilities, and will record results on the appropriate form.
2. May conduct classroom observation using the classroom observation form.
3. Administrative Evaluator reviews the Peer Review form, Student Evaluation form and comments, Administrative Evaluation, and after consultation with Faculty Evaluator, assigns a rating on the final meeting form:
  - Meets or Exceeds Performance Standard
  - Needs Improvement
  - Does not Meet Performance Standards
4. A final meeting will be scheduled at a mutually convenient day and time with Evaluatee and Administrative Evaluator, prior to the sixteenth week of the semester.
5. Administrative Evaluator will forward all evaluation documents, including final meeting form to the Office of Academic Affairs.
6. All evaluation\_documents will be forwarded by the Office of Academic Affairs and Academic Support to Human Resources to be kept on file.
7. Copies of evaluation forms will be held by the Administrative Evaluator as s/he oversees the process to completion.
8. All copies of the evaluation forms are given to the Evaluatee for his or her records at the end of the semester.

### D. Timelines

1. For an 18-week course, student evaluations and Peer Review will be completed between week 6 and week 9. For 8 or 9-week class, student evaluations and Peer Review will be completed between week 3-4 from the start of the class. Process will be completed 2 weeks prior to the end of the semester.

2. Process will be completed 2 weeks prior to the end of the semester.