

DRAFT- Part-time Faculty Evaluation Process

Napa Valley College recognizes the essential role of part-time faculty. The objective of article 17- Part time faculty Seniority Rights is to institute guidelines designed to provide reasonable continuity, protection and predictability to both unit members and the District relative to the on-going process of making unit member assignments. (CBA 2017-2020)

17.1 To facilitate the part-time, unit member seniority list process, the District shall maintain a seniority list of all part-time faculty who have taught for four out of six semesters (fall/spring, beginning in the fall of 2018) with satisfactory service as determined by the following criteria:

1. Courses previously and/or currently taught by part-time faculty member
2. Evaluations beginning in fall semester of 2018
3. Skills related to courses offered, counseling service hours, or librarian hours in a specific department
4. Adherence to District policies and procedures
5. Timely completion of learning outcomes assessments as assigned

17.2 Seniority List Procedure:

17.2.1 The evaluation process for seniority list placement shall begin in the fall semester of 2018.

17.2.2 The evaluation shall be completed by the Dean in coordination with the Division Chair, Program/Department Coordinator or voluntary designee.

17.2.3 No fewer than one (1) student evaluation and one (1) classroom observation conducted by a faculty peer shall be completed per academic year prior to inclusion on the list. The lack of an evaluation will be the equivalent of a positive evaluation. The District may choose to conduct a simultaneous administrative evaluation.

17.6 Part-time faculty members may be removed from the seniority list if the part-time faculty evaluation process concludes with a "needs improvement" or "unsatisfactory" rating based upon classroom observation, student evaluation and/or administrative evaluation.

Each Part-time faculty member will be evaluated through the use of no fewer than one(1) student evaluation and one (1) classroom observation per academic year.

If an evaluation indicates a need for improvement and at the discretion of the Division Chair/Dean or the request of the Evaluatee another evaluation will be conducted during the same or subsequent semester by a different evaluator. Classroom observations will be conducted by division chairs/deans and/or program coordinators and will be scheduled in consultation with the Evaluatee.

Evaluation Process (to be distributed to Division Chair/Dean by (week of the semester?)) Division Chair/Dean shall ensure part-time faculty are apprised of evaluation process prior to implementation.

1. Evaluator schedules a mutually convenient day/time with the Evaluatee to perform classroom observation.

2. Evaluator observes the class and writes up observation on the part-time faculty classroom observation form.

3. Evaluator distributes and collects student evaluation comment forms at the time of classroom observation

4. Student evaluation comment forms are forwarded to Office of instruction where they will be scanned and returned to Evaluator.

5. Once student evaluation comment forms are scanned and returned to Evaluator, a meeting will be scheduled with the Evaluatee to discuss student evaluations and comments and Evaluator's classroom observation.

Note: student comments are to be shared verbally with the Evaluatee and not given to him/her at the time of your meeting. if comments are typed you can share the typed version with the Evaluatee.

6. Evaluator and Evaluatee sign and date the classroom evaluation form which is then forwarded to the Dean. Once the meeting has been completed, the semester has ended, and grades have been posted you may give the student evaluation/student comment forms to the Evaluatee for his or her records.

7. Dean reviews observation form and Student Evaluation comment forms and with recommendation from Evaluator assigns a rating:

- Meets or Exceeds Performance Standard
- Needs Improvement
- Does not Meet Performance Standards

8. Dean will forward the original classroom observation form and rating to the Office of Instruction. The completed, signed and returned classroom observation form and rating finalizes the process.