

**Contract Faculty Evaluation Process**

[Associate Professor Name] [insert academic year]

The evaluation shall include:

1. Curriculum Packet (if applicable)
2. Peer and Supervising Administrator observations
3. Director of Distance Learning observation (if applicable)
4. Student evaluations (if applicable)
5. Self evaluation
6. Peer evaluation
7. Supervising Administrator evaluation

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| **Teaching Faculty** | **Non-Teaching Faculty**  **Non-Counselor** | **Non-Teaching Faculty Counselor** |
| Curriculum Packet |  |  |
| Peer and Supervising  Administrator Observations | Peer and Supervising  Administrator Observations | Peer and Supervising  Administrator Observations |
| Director of Distance Learning observation (if applicable) |  |  |
| Student Evaluations |  | Student Evaluations |
| Self Evaluation | Self Evaluation | Self Evaluation |
| Peer Evaluation | Peer Evaluation | Peer Evaluation |
| Supervising Administrator Evaluation | Supervising Administrator Evaluation | Supervising Administrator Evaluation |

**Curriculum Packet**A teaching contract faculty member shall submit a complete curriculum packet to the Supervising Administrator and to the Division Chair for peer committee review and evaluation by the end of the 2nd week. A complete curriculum packet consists of:  
a. syllabus  
b. sample lesson  
c. sample assignment  
d. sample assessment i.e. test or quiz

**Peer and Supervising Administrator Observation Process**A peer evaluation committee shall be determined by end of the 7th week of the fall semester of each academic year. The Division Chair shall determine a peer evaluation committee consisting of the Division Chair and at least 2 faculty members for contract faculty members.

The Supervising Administrator (Superintendent/President and Vice Presidents) and each member of the peer evaluation committee shall conduct a classroom and/or workplace observation of at least one of the contract faculty members’ sessions within the 2nd to 5th weeks of the spring semester. The Supervising Administrator and each peer evaluation committee member shall meet with the contract faculty member in person within five working days of the observation to discuss the observation and both parties shall sign and date the observation document at the conclusion of the meeting.

**Director of Distance Learning Observation**The Director of Distance Learning shall contact the contract faculty member by the end of the 1st week of the spring semester to determine which distance learning course the contract faculty member would like observed. The Director of Distance Learning shall conduct an observation of the identified distance learning course within the 2nd to 5th weeks of the spring semester. The Director of Distance Learning shall meet with the contract faculty member within five working days of the observation to discuss the observation.

**Student Evaluations**

**Teaching Faculty**The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the teaching contract faculty member teaches during the semester by end of the 1st week of the spring semester. The Distance Learning department will upload into Canvas the student evaluation document for every online section the teaching contract faculty member teaches during the semester by the end of the 1st week of the spring semester.The Distance Learning department will notify the students that the evaluation form is available and that the due date for completion is on or before the Friday of the 5th week of the spring semester. The HRD will notify the teaching contract faculty member of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the contract faculty member’s responsibility to ensure that student evaluations are completed in the applicable format.  
For each face-to-face section taught by a contract faculty member, a person other than that contract faculty member will administer the evaluation instrument on or before the Friday of the 5th week of the spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 5th week of the spring semester. For each distance learning section taught by the contract faculty member, the completed student evaluations will be returned to the distance learning department and the distance learning department will forward the evaluations to the Human Resources Department on or before the Friday of the 5th week of the spring semester.

**Non-Teaching Faculty Non-Counselor**

(student evaluations not applicable)

**Non-Teaching Faculty Counselor**

The HRD will provide the student evaluation documents to the front desk counseling center staff by the Monday of the 1st week of the spring semester for dissemination between the 1st through 5th weeks of the spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 5th week of the spring semester.

The Supervising Administrator will distribute the student evaluation results to the contract faculty member once final grades are submitted.

**Self Evaluation**Faculty members must complete a self-evaluation for each area of contract responsibility. The self-evaluation will include a written evaluation to address areas outlined in the teaching and non-teaching faculty self-evaluation guidelines. The self-evaluation is due to the Supervising Administrator and to the Division Chair for peer committee review on or before the Friday of the 6th week of the spring semester.

**Peer Evaluation**The peer evaluation committee documents are due to the Supervising Administrator on or before the Wednesday of the 7th week of the spring semester.

**Supervising Administrator Evaluation**After the Supervising Administrator (Superintendent/President and Vice Presidents) reviews the Peer Evaluation Committee’s recommendation and documentation, an appointment will be arranged by the office of the Supervising Administrator to discuss the evaluation with the contract faculty member on or before the Friday of the 7th week of spring semester. The Supervising Administrator’s recommendation for retention, retention with qualification or non-retention to the Superintendent/President and supporting documentation is due to the Human Resources Department on or before the Friday of the 7th week of the spring semester.

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| **Contract Faculty Evaluation Timeline Spring Semester** |  |  |
| **Document** | **Deadline** | **Specific Date** |
| Curriculum Packet (if applicable) | End of the 2nd week of the semester to the Division Chair and Supervising Administrator |  |
| Classroom or Workplace  Observations | Within the 2nd to 5th weeks of the semester |  |
| Distance Learning Observation (if applicable) | Within the 2nd to 5th weeks of the semester |  |
| Student Evaluations  (if applicable) | HRD & DL disseminate by end of the 1st week of semester; Student completion within the 2nd to 5th weeks of the semester  For counselors HRD disseminates within the 1st to 5th weeks of the semester; Student completion by end of the 5th week |  |
| Self Evaluation | On or before the Friday of the 6th week to the Division Chair and Supervising Administrator |  |
| Peer Evaluations | On or before the Wednesday of the 7th week to the Supervising Administrator |  |
| Supervising Administrator  Evaluations | On or before the Friday of the 7th week to the Human Resources Department |  |