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**Procedure for Evaluation of Adjunct Faculty**Adjunct Faculty members shall be evaluated for a minimum of one class section per discipline for the first two semesters of teaching. From the third semester onward, if any *new* disciplines are taught, the Adjunct Faculty member shall be evaluated a minimum of one class section per discipline. After the first two semesters, the Adjunct Faculty member shall be evaluated a minimum of once every third calendar year of teaching.

Adjunct Counselors shall be evaluated for a minimum of one counseling session for the first two semesters of counseling. From the third semester onward, if working in a new or different program, the Adjunct Counselor shall be evaluated a minimum of one counseling session in the new or different program. After the first two semesters, the Adjunct Counselor shall be evaluated a minimum of once every third calendar year for the duration of employment.

The evaluation process document will be prepared and distributed to the Adjunct Faculty member, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall or spring in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluation shall include:

1. Curriculum Packet (if applicable)
2. Division Chair (or designee) and Supervising Administrator (or designee) observations
3. Director of Distance Learning observation (if applicable)
4. Student evaluations (if applicable)
5. Division Chair (or designee) evaluation and Division Chair recommendation
6. Supervising Administrator (or designee) evaluation and Supervising Administrator recommendation

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| **Teaching Adjunct Faculty** | **Non-Teaching Adjunct Counselor** |
| Curriculum Packet |  |
| Division Chair (or designee) and Supervising Administrator (or designee) Observations | Division Chair (or designee) and Supervising Administrator (or designee) Observations |
| Director of Distance Learning Observation (if applicable) |  |
| Student Evaluations | Student Evaluations |
| Division Chair (or designee) Evaluation and Division Chair Recommendation | Division Chair (or designee) Evaluation and Division Chair Recommendation |
| Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation | Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation |

**Curriculum Packet**A teaching Adjunct Faculty member shall submit a complete curriculum packet to the Supervising Administrator and to the Division Chair for review and evaluation by the end of the 7th week of the semester. A complete curriculum packet consists of:
a. syllabus
b. sample lesson
c. sample assignment
d. sample assessment i.e. test or quiz

**Division Chair (or designee)** **and Supervising Administrator (or designee)** **Observation Process**The Supervising Administrator (or designee) and Division Chair (or designee) shall conduct a classroom and/or workplace observation of at least one of the Adjunct Faculty member’s sessions within the 8th to 16th weeks of the fall or spring semester. The Supervising Administrator (or designee) and Division Chair (or designee) shall meet with the Adjunct 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 Adjunct Faculty member by the end of the 7th week of the fall or spring semester to determine which distance learning course the Adjunct Faculty member would like observed.
The Director of Distance Learning shall conduct an observation of the identified distance learning course within the 8th to 16th weeks of the fall or spring semesters. The Director of Distance Learning shall meet with the Adjunct Faculty member within five working days of the observation to discuss the observation. The Director of Distance Learning shall submit the completed observation form to the Division Chair and Supervising Administrator on or before the Friday of the 16th week of the fall or spring semester.

**Student Evaluations
 Adjunct Faculty Teaching**The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the Adjunct Faculty member teaches during the semester by the end of the 9th week of the fall or spring semester. The Distance Learning department will upload into Canvas the student evaluation document for every online section the Adjunct Faculty member teaches during the semester by the end of the 9th week of the fall or 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 13th week of the fall or spring semester.The HRD will notify the Adjunct Faculty member of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the Adjunct Faculty member’s responsibility to ensure that student evaluations are completed in the applicable format.
For each face-to-face section taught by an Adjunct Faculty member, a person other than that Adjunct Faculty member will administer the evaluation instrument on or before the Friday of the 13th week of the fall or spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13th week of the fall or spring semester.

**Instructions Attached to the Face-to-Face Student Evaluation Packets***Instructions for Faculty Member:
1. The enclosed evaluations are to be completed by the Friday of the 13th week of the fall semester.
2. Please select a student to supervise the Instructor and Course evaluation process.
3. Review the instructions listed below with the Student Supervisor. The Faculty Member shall leave the room while the students are completing the evaluations.
Instructions for Student Supervisor:
1. Distribute an evaluation form to each student in the class.
2. Read the following instructions to the class aloud:

“In a continuing effort to improve instruction at Taft College, you are asked to take about ten minutes to complete an evaluation on your instructor and course. The results of this evaluation will be used by the instructor as feedback to determine his/her strengths and weaknesses as assessed by the student. No instructor will see the results of this evaluation until this semester is completed and all grades have been turned in to the Record’s Office.”*

*3. Upon completion of the evaluation by your fellow students, place the completed evaluation forms in the tamper resistant envelope, SEAL and SIGN YOUR NAME OVER THE SEAL in the presence of the class. Immediately return the sealed envelope to your instructor, who will return the sealed envelope to the Human Resources Department or HRD mailbox by the deadline.*

For each distance learning section taught by the Adjunct 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 13th week of the fall or spring semester.

**Adjunct Faculty Counselors**The HRD will provide the student evaluation documents to the front desk counseling center staff by the Monday of the 1st week of the fall or spring semester for dissemination between the 1st through 13th weeks of the fall or spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13th week of the fall or spring semester.
Under the direction of the Human Resources Department, the student evaluation documents shall be ~~compiled~~ scanned into an electronic file for each Adjunct Faculty member. The HRD will forward the student evaluation results to the Supervising Administrator and Division Chair. The Supervising Administrator will distribute the student evaluation results to the Adjunct Faculty member once final grades are submitted.

**Division Chair (or designee) Evaluation and Division Chair Recommendation**The peer evaluation form, from the Division Chair (or designee), is due to the Supervising Administrator on or before the Friday of the 16th week of the fall or spring semester. The Division Chair recommendation memo is due to the Supervising Administrator on or before the Friday of the 16th week of the fall or spring semester.

**Supervising Administrator (or designee)** **Evaluation and Supervising Administrator Recommendation**The Supervising Administrator reviews the observation documents and Division Chair recommendation memo and then makes a recommendation for eligible for re-employment, eligible for re-employment with qualification, or not eligible for re-employment. The Supervising Administrators recommendation and supporting documents are due to the Human Resources Department on or before the Friday of the 17th week of the fall or spring semesters.

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| **Adjunct Faculty Evaluation Timeline****Fall Semester** |  |
| **Document** | **Deadline** |
| Curriculum Packet (if applicable) | End of the 7th week of the semester to the Division Chair and Supervising Administrator |
| Classroom or Workplace Observations | Within the 3rd to 7th weeks of the semester for short-term classesWithin the 8th to 16th weeks of the semester |
| Distance Learning Observation (if applicable) | Within the 3rd to 7th weeks of the semester for short-term classesWithin the 8th to 16th weeks of the semester |
| Student Evaluations (if applicable) | HRD & DL disseminate by end of the 3rd week of the semester; Student completion within the 4th to 8th weeks of the semester for short-term classesHRD & DL disseminate by end of the 9th week of the semester; Student completion within the 10th to 13th weeks of the semester For counselors HRD disseminates within the 1st to 13th weeks of the semester; Student completion by end of the 13th week |
| Division Chair (or designee) EvaluationDivision Chair Recommendation  | On or before the Friday of the 16th week of the semester to the Supervising Administrator |
| Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation | On or before the Friday of the 17th week of the semester to the Human Resources Department |

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| **Adjunct Faculty Evaluation Timeline****Spring Semester** |  |
| **Document** | **Deadline** |
| Curriculum Packet (if applicable) | End of the 7th week of the semester to the Division Chair and Supervising Administrator |
| Classroom or Workplace Observations | Within the 3rd to 7th weeks of the semester for short-term classesWithin the 8th to 16th weeks of the semester |
| Distance Learning Observation (if applicable) | Within the 3rd to 7th weeks of the semester for short-term classesWithin the 8th to 16th weeks of the semester |
| Student Evaluations (if applicable) | HRD & DL disseminate by end of the 3rd week of the semester; Student completion within the 4th to 8th weeks of the semester for short-term classesHRD & DL disseminate by end of the 9th week of the semester; Student completion within the 10th to 13th weeks of the semester For counselors HRD disseminates within the 1st to 13th weeks of the semester; Student completion by end of the 13th week |
| Division Chair (or designee) EvaluationDivision Chair Recommendation  | On or before the Friday of the 16th week of the semester to the Supervising Administrator |
| Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation | On or before the Friday of the 17th week of the semester to the Human Resources Department |