

Procedure for Evaluation of Contract Faculty

General Information

- A. Contract faculty members shall be evaluated annually during the first four years of employment. Each contract faculty member will be evaluated in each area of contract responsibility. All evaluations will be conducted during the fall semester unless there are extenuating circumstances. Spring evaluations will only take place with prior approval by the Supervising Administrator.
- B. The evaluations shall include:
1. Peer and Administrator observations
 2. Student evaluations (if applicable)
 3. Self-evaluation
 4. Peer evaluation
 5. Supervising Administrator evaluation
- C. The evaluation process document and faculty evaluation checklist and the evaluation packet which includes a copy of the timeline will be prepared and distributed to the contract faculty member by the Human Resources Department during the fall in-service. The timeline process will be as follows:

Contract Faculty Timeline Process

Contract Faculty
Specific Due Dates

1. Classroom or Workplace-Observation (Evaluation Form 1T*, 1NT* & 1NT-C*)	Fall Semester: Spring Semester:	Within the 8 th to 16 th weeks of the semester On or before the Friday of the 5 th week of the semester	
2. Student Evaluation – (Evaluation Form 2T, 2NT-C, 2TS* & 2NTS-C)	Fall Semester: Spring Semester:	Within the 10 th to 13 th weeks (T) Throughout Fall Semester (NT) On or before the Friday of the 5 th week	
3. Self Evaluation – (Evaluation Form 3T, 3NT, & 3NT-C)	Fall Semester: Spring Semester:	Due on or before the 1 st day of the 2 nd week of the January in-service to the Division Chair and to the Supervising Administrator Due on or before the Friday of the 6 th week	_____ _____
4. Peer Evaluation Committee Documents – (Division/Peer Checklist; Eval Form 4)	Fall Semester: Spring Semester:	Due on or before the last day of the 2 nd week of January in-service to the Supervising Administrator Due on or before the Wed. of the 7 th week	_____ _____
5. Supervising Administrator Documents – (Supervising Administrator Checklist)	Fall Semester: Spring Semester:	Due on or before the last Friday in January to the Human Resources Department Due on or before the Friday of the 7 th week	_____ _____

- D. All self-evaluation materials are due to the Supervising Administrator's office on or before Monday of the week prior to the start of spring classes for fall semester. With administrator approval, spring self-evaluation materials are due on or before the Friday of the 6th week of the spring semester.

Student Evaluations

- E. The Human Resources Department will prepare and distribute the student evaluation process document and student evaluation packets for every section the teaching contract faculty member teaches during the semester.
- F. Under the direction of the Human Resources Department student evaluations shall also be distributed for distance learning courses and applicable non-teaching contract faculty. This includes notification to the teaching contract faculty of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the professor's responsibility to ensure that student evaluations are completed in the applicable format.
- G. For each section taught by a contract faculty member, a person other than that professor will administer the evaluation instrument on or before Friday of the 13th week of the fall semester. Exceptions may include but not limited to nonteaching contract faculty or short-term courses. The completed evaluations shall be turned into the Human Resources Department on or before Friday of the 13th week of the fall semester.
- H. Under the direction of the Human Resources Department, in consultation with the Office of Institutional Research, the student evaluation results shall be compiled. The Human Resources Department will forward the student evaluation results to the Supervising Administrator. The contract faculty member may pick up the student evaluation results at the Academic Records office, once final grades are submitted.

Self-Evaluation

- I. 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 on or before one week prior to the in class observation. A complete curriculum packet consists of the course outline, the course syllabus, a sample lesson, a sample assignment, and a sample evaluation instrument.
- J. The self-evaluation will also 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 1st day of the 2nd week of the January in-service for the fall semester, or for the spring evaluations, on or before the Friday of the 6th week of the spring semester.

Peer and Supervising Administrator Process

- K. The Human Resources Department will prepare and distribute the peer evaluation process document and peer evaluation packets to the Supervising Administrator and the Division Chair for peer committee review.

- L. A peer evaluation committee shall be determined prior to the 8th week of the fall semester of each academic year. A peer evaluation committee consisting of the Division Chair and at least 2 faculty members shall be determined by the Division Chair for contract faculty members.
- M. The Supervising Administrator 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 8th to 16th weeks of the fall semester or, for spring evaluations, on or before the last day of the 5th week of the spring semester.
- N. Each peer evaluation committee member shall meet with the contract teaching faculty member within five working days of the observation to discuss observation and classroom materials. The peer evaluation committee shall meet to formulate their comments and recommendations and then forward a recommendation memo for retention, retention with qualification (Q), or non-retention and observation forms and other supporting documentation to the Supervising Administrator on or before the Friday of the second week of the January in-service for the fall semester or, for spring evaluations, on or before the Wednesday of the 7th week of the spring semester.
- O. After the Supervising Administrator reviews the Peer Evaluation Committee's recommendation documentation an appointment will be arranged by the office of the Supervising Administrator for him/her to discuss the evaluation with the Supervising Administrator on or before the last Friday of January for the fall semester or, for spring evaluations, on or before the Friday of the 7th week of the spring semester.
- P. The Supervising Administrator's recommendation for retention or non-retention to the Superintendent/President and supporting documentation is due to the Human Resources Department on or before the last Friday of January for the fall semester or, for spring evaluations, on or before the Friday of the 7th week of the spring semester.
- Q. In the event the evaluation yields a retention with qualification result, the Peer Evaluation Committee and Supervising Administrator, in coordination with the Human Resources Department, will outline the areas of concern in a separate document and progress will be addressed in the next evaluation.