****

**Procedure for Evaluation of Contract Faculty**Tenure track contract faculty members shall be evaluated annually during the first four years of employment. Non-tenure track contract faculty members shall be evaluated annually for duration of employment. Every 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.
The evaluation process document will be prepared and distributed to the Contract Faculty Member, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluation shall include: (see timeline)

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

|  |  |  |
| --- | --- | --- |
| **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 7th week of the fall semester, or for spring evaluations, by the end of the 2nd week of the spring semester. 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 the 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 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.
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. The peer evaluation committee shall meet to formulate their comments and recommendations and then forward a recommendation memo for retention, retention with qualification 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.

**Director of Distance Learning Observation**The Director of Distance Learning shall contact the contract faculty member by the end of the 7th week of the fall semester or, for spring evaluations, 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 8th to 16th weeks of the fall semester or, for spring evaluations, 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. 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 semester or, for spring evaluations, on or before the Friday of the 5th week of the spring semester.

**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 the end of the 9th week of the fall semester, or for spring evaluations, by the 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 9th week of the fall semester, or for spring evaluations, 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 13th week of the fall semester, or for spring evaluations, 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 13th week of the fall semester or for spring evaluations, on or before the Friday of the 5th week of the spring semester. Exceptions may include but not be limited to short-term courses. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13th week of the fall semester or for spring evaluations, on or before the Friday of the 5th week of the 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 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 13th week of the fall semester or for spring evaluations, 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 fall or spring semester for dissemination between the 1st through 13th weeks of the fall semester or for spring evaluations between the 1st and 5th weeks of the 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 semester or for spring evaluations, on or before the Friday of the 5th week of the spring semester.

Under the direction of the Human Resources Department, the student evaluation documents shall be scanned into an electronic file for each 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 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 1st day of the 2nd week of the January in-service for the fall semester, or for spring evaluations, on or before the Friday of the 6th week of the spring semester.

**Peer Evaluation**The peer evaluation committee shall meet to formulate their comments and recommendations and then forward a recommendation memo for retention, retention with qualification 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. **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 last Friday of January for the fall semester or, on or before the Friday of the 7th week of the 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 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.
In the event the evaluation yields retention with qualification, the Peer Evaluation Committee and Supervising Administrator, in coordination with the Human Resources Department, will outline the areas of concern in a separate document by the end of March and progress will be addressed in the next evaluation.

|  |  |
| --- | --- |
| **Contract 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 8th to 16th weeks of the semester |
| Distance Learning Observation (if applicable) | Within the 8th to 16th weeks of the semester |
| Student Evaluations (if applicable) | HRD & 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 |
| Self Evaluation | On or before the 1St day of the 2nd week of the Jan. in-service to the Division Chair and Supervising Administrator |
| Peer Evaluations | On or before the Friday of the 2nd week of the Jan. in-service to the Supervising Administrator |
| Supervising Administrator Evaluations | On or before the last Friday in January to the Human Resources Department |

|  |  |
| --- | --- |
| **Contract Faculty Evaluation Timeline****Spring Semester** |  |
| **Document** | **Deadline** |
| 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 |