

PROCEDURE FOR ASSOCIATE FACULTY EVALUATIONS

Every associate faculty will be evaluated during the first term of hire, (winter and summer included), once each year for the next two (2) years, and at least once every three (3) years thereafter. However, if an associate faculty member is assigned a class at a second college in the District within this cycle, that college shall have the right to evaluate the associate faculty member in the first semester at that college. The evaluation at the second college shall reset the cycle. When an associate faculty member teaches at two or more colleges within the District when the regular evaluation is due, then the department chairs or their designees at each college should confer to determine which college will perform the evaluation.

If an associate faculty member does not have an assignment for a year, upon return the evaluation cycle will begin as in the first term of hire and thereafter, following a satisfactory evaluation, the three-year cycle will resume. If the break in service in the District is more than a year, the associate faculty member shall be evaluated consistent with the process for a newly hired associate faculty member. (Article XI.C.3, pages 47-48)

1. Human Resources and Employee Relations will forward a list of pending evaluations for associate faculty that are valid as of census to the Vice President at each college. The VP will then forward the list to the appropriate Deans, Department Chairs and IDSes. The Department Chair shall notify associate faculty members that they are undergoing review and prepare the appropriate paperwork.
2. The scope and process for the associate faculty review shall include classroom observation (or observation of counseling, librarian, student activities coordinator sessions), student surveys of all classes, review of faculty syllabi as a mandatory component during the faculty evaluation, review of counseling and librarian services (as appropriate), and a Department Chair's report.

The associate faculty review shall be directly related to the associate faculty member performance and may include subject matter expertise, communication skills both written and oral, adherence to course outlines of record, and timeliness and accuracy of required census reports, positive attendance, grade rosters and other reports for which the faculty have responsibility. The associate faculty member under evaluation may be asked to provide examples of teaching and assignment materials to ensure that they adhere to the course outline of record.

3. The Department Chair or designee shall conduct a classroom observation (or observation of counseling, librarian, student activities coordinator sessions) and complete a written report, which will include a review of all student surveys and a review of the faculty member's syllabi as a mandatory component during the evaluation. The Department Chair or designee

will contact the faculty member to review the findings and note their findings on the cover sheet along with their signature.

4. The Department Chair or designee will give the associate faculty member a copy of the evaluation for their signature to indicate that they have received the report. The associate faculty member may submit a written disagreement to the Department Chair within fifteen (15) working days of receiving the report.
5. If a designee performed steps 3 and 4 above, the designee will turn in their completed evaluation to the Department Chair. The Department Chair shall prepare the final report that may include appropriate comments and recommendations to be discussed with the associate faculty member. The Department Chair will review any findings from their designee, sign the evaluation, and forward to the IDS.
6. After completion of the evaluation process, the Department Chair may review, for informational purposes only, the grade distribution and retention statistics of the associate faculty member under evaluation. This review shall not be part of the formal process or report.
7. The IDS will forward the completed evaluation (and written disagreement if submitted) to the Dean of Instruction for their review, comments, and signature.
8. The IDS will follow the college procedures for electronically uploading documents. The signed report (and written disagreement if submitted) shall be sent to the Vice President of Academic Affairs who will then forward to the Office of Human Resources and Employee Relations to be included in the associate faculty member's permanent file.
9. The Vice President's primary responsibility is to ensure proper completion of evaluations for their campus and maintain an up-to-date list of all evaluations that have been completed and forward them to Human Resources and Employee Relations.