

## ARTICLE 8: EVALUATIONS

- A. To assure the highest quality educational programs and services, Unit Members shall be observed and evaluated. The evaluator should arrive on time and be professional as well as respectful to the adjunct faculty member and students in the class.
- B. Definitions
  - 1. An "evaluatee" is the person being evaluated.
  - 2. At the discretion of the department chair, the primary classroom/non-instructional "evaluator" is a full-time faculty member, part-time faculty member, or department chair in the department or division of the evaluatee. At the discretion of the department chair, an appropriate educational administrator may be assigned to the classroom/non-instructional evaluation.
    - a. Whenever possible, online faculty will be evaluated by an evaluator with online teaching experience.
  - 3. An "observation" is the observation of the Unit Member, in the performance of his or her duties, by the evaluator.
  - 4. The "instrument" is the agreed upon Visitation and Evaluation Report (Appendix B) for teaching faculty. Non-teaching part-time faculty will be evaluated using the Non-Instructional Visitation and Evaluation Report (Appendix E).
- C. Scheduling and Frequency

Part-time instructors shall be evaluated during the first semester of employment and at least one additional time during the next four semesters of employment. For part-time faculty that primarily work winter or summer sessions only, they will be evaluated during the applicable session. Thereafter, part-time instructors will be evaluated at least one time during every four semesters of employment. In the absence of complaints and in the presence of good student evaluations, part-time instructors who have taught for at least twenty (20) semesters shall be evaluated once every six semesters of employment. However, at the option of the Department Chair, a Unit Member may be evaluated when he or she is assigned to teach a new course within the discipline or other discipline the Unit Member has not previously taught at the District.
- D. The complete evaluation documents shall include, but not be limited to, the following items:
  - 1. Student Evaluation: A student survey, jointly agreed to by the parties, shall be administered to all students of the faculty member to be evaluated. Student evaluation will be used to improve instruction, not as a sole determinant of employee status. Student evaluations for online classes will be administered consistent with the process used for full-time faculty.
  - 2. Classroom/Non-Instructional Evaluation Report:
    - a. The evaluator shall make at least one classroom or other work place observation, to be no less than fifty minutes in length whenever possible (but may be longer if the class or lab session observed is longer). An evaluation report based on this observation and other appropriate criteria will be completed on the forms jointly agreed to by both parties.
    - b. The evaluation report (Appendix B or Appendix E) should be completed by the evaluator within twenty-eight (28) calendar days from the observation date and submitted to the part-time faculty member, the department chair, and division dean, who will sign off on the report, indicating that they acknowledge the findings. Any evaluation report submitted to the part-time faculty member later than the twenty-eight (28) calendar days is still valid.

3. Self-Reflection: Each part-time instructor will complete a written self-reflection, due to the evaluator during the Evaluation Conference, to be used to improve instruction and not as a determinant of employee status. The self-reflection shall include, but may not be limited to:
    - a. Objectives for improvement, change or maintenance of methodology based on the results of the student survey, a self-examination of teaching methods, student learning outcomes, assessment data from student learning outcomes or other measures, and whatever other factors are deemed relevant.
    - b. A review of the objectives for improvement, if any, from the evaluatee's last evaluation.
    - c. A summary of professional growth activities.
    - d. A listing of reasonable resources that can be provided by the District to help improve instructor teaching.
  4. The division dean and department chair may also complete an accompanying optional secondary report (Appendix D) on the evaluatee's professionalism and responsibilities. The optional secondary report may also be completed at the request of the evaluated part-time faculty member. If Appendix D is completed, it should be submitted to the part-time faculty member within twenty-eight (28) calendar days from the observation date, who will sign off on the report along with department chair and division dean, indicating that they acknowledge the findings.
  5. All evaluation documents will be placed in the adjunct instructor's District personnel file.
- E. Evaluation Conference:
1. An evaluation conference will be scheduled by the evaluator. The conference will deal with, but not be limited to, the items listed above in the evaluation report and Self Reflection.
  2. If requested by the evaluatee, the division dean may be included in this meeting to discuss the optional secondary report.
- F. If desired, the evaluatee may submit a written, signed response regarding Appendix B or Appendix E (and optional Appendix D) to the division dean within fourteen (14) calendar days after the Evaluation Conference.
- G. All evaluation documents should be submitted to Human Resources before the end of the respective semester or session that the evaluation occurred.

Dr. Diane Fiero  
 For the District: Dr. Diane Fiero

9/24/14  
 Date

Peter R. Virgadamo  
 For AFT: Peter R. Virgadamo

Sept. 24, 2014  
 Date