



# Performance Evaluation & Preference List Information Ì Adjunct Faculty

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# Presentation Outline

Evaluation Approach and Philosophy

General Evaluation Process

Review Forms

Online Evaluation Process

Student Online Evaluation

Link to new contract: [https://www.lbcc.edu/sites/main/files/file-attachments/chi\\_contract\\_22-23.pdf?1660669422](https://www.lbcc.edu/sites/main/files/file-attachments/chi_contract_22-23.pdf?1660669422)

# Evaluation Premise

Is an ongoing process Ì to receive feedback and guidance to strengthen and improve upon your craft

Foundational assumption Ì the evaluatee is professional and competent

Intent Ì to ensure professional competency

« To provide assistance and support where needed Ì collaborative conversation in partnership with the facultee evaluator

Peer review & check in

Holistic approach

Evaluate the evaluatee as a whole Ì not just evaluate single incidents

# Frequency

The first evaluation should occur within the first semester of employment

Afterward

As frequently as deemed necessary BUT

Shall be at least once every 6 semesters or 3 years whatever comes first

Not have an assignment during a semester scheduled for an evaluation` #

# Evaluation Process

Selection of Evaluators – If Department Head is not conducting the evaluation then the DH will select a full time faculty member to be the evaluator

All information gathered will be confidential

The evaluation period – the evaluation covers the period of time since the last evaluation

The evaluation shall be placed in the personnel file

# Evaluation Forms

Used during the initial meeting Ì Pre-evaluation Conference

Determine dates for the evaluation milestones

Pre-observation meeting Ì initial meeting between evaluator and  
evaluee

Discuss the specifics of the  
evaluation process

Establish a timeline for all meetings

Observation Ì when this will occur

Completion of the process

The initial meeting must occur before the observation



# Evaluation Forms

## Part-time Faculty Evaluation Form

Fill out this form as you normally would

### Information from observation

Is assessed by: accessing Canvas Ì specifically the homepage, orientation, syllabus, and at least one module

Evidence of regular and effective instructor initiated & student to student contact

Consistently and regularly participates in communication activities throughout the course

Reference the Online Learning Department Ì regular and effective contact requirements for guidelines on how this is evidenced

CAN use alternative methods for communication such as email

CAN ask follow up questions if information is difficult to find





# Evaluation Process

## **Regular & effective contact**

**Contact information for the instructor is easy to find and includes multiple forms of communication**

**Expected response time is posted**

**Student to student interactions are required**

**Students are encouraged to communicate with the professor**

**Expectations regarding the quality of communications are clearly posted**

**Instructor participates actively in communication activities and provides announcements and feedback to students**

**Guidelines explaining required levels of participation are provided**

# Student Evaluation of Faculty

Must be forwarded to evaluatee with enough time to review before completing the self evaluation

The evaluator shall review the student evaluation prior to completing the part time faculty evaluation

# Self Evaluation Process

## Self Evaluation

All evaluatees shall complete this form

Must be submitted and discussed at the post observation meeting

Must discuss if they participated in the assessment of student learning outcomes and used these results

Must be submitted to the evaluator 10 days before the post observation meeting

# Evaluation Process

## Department Head / Dean Review

Before the post observation meeting the evaluator shall discuss the evaluation with the DH and then the DH shall discuss the evaluation with the dean

The evaluator and DH shall review the Part Time Faculty Evaluation Form and agree on and assign a final rating

# Evaluation Process

## Post Observation Meeting

Evaluator and evaluatee will meet and discuss the results of the evaluation

Shall include the following materials: results from the student evaluation, self evaluation, completed part time evaluation form

# Evaluation Ratings

## Needs improvement rating I

the college may retain the evaluatee but the evaluatee must be evaluated during the next semester if retained

## Unsatisfactory rating II

if an evaluatee receives this rating they are no longer eligible for employment with the college



# Appeal Process

An evaluatee may file a written appeal to their Vice President within 10 working days of the observation meeting

The VP will make a final determination

Both the appeal and determination will be attached to the evaluation and placed in the personnel file



# Preference List Information

A bargaining unit member who

has taught at least one (1) class or received an assignment of at least fifty-four hours in an academic year, for two (2) consecutive academic years, and

has been employed by the institution for at least five (5) years immediately preceding the date of hire as a full-time faculty member in the department, shall be eligible for re-employment preference.

Members who have been employed by the institution for at least five (5) years immediately preceding the date of hire as a part-time faculty member in the department, shall be eligible for re-employment preference.

No longer eligible: receives needs improvement or unsatisfactory

Re-employment preference shall be determined by the date of hire as a part-time faculty member in the department