



Procedure for Evaluation of Contract Faculty

General Information

- A. 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. 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 Supervising Administrator observations
 - 2. Student evaluations (if applicable)
 - 3. Self evaluation
 - 4. Peer evaluation
 - 5. Supervising Administrator evaluation
- C. The evaluation process document and the evaluation packet which includes a copy of the timeline 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.

Contract Faculty Process Timeline

Contract Faculty
Specific Due Dates

			<u>10/5/2018</u>
1. Curriculum Packet (syllabus/sample lesson/assessment)	Fall Semester:	End of the 7 th week of the semester	
	Spring Semester:	End of the 2nd week of the semester	<u>N/A</u>
2. Classroom or Workplace- Observation (Evaluation Form 1T*, 1NT* & 1NT-C*)	Fall Semester:	Within the 8 th to 16 th weeks of the semester	<u>10/8-12/7/2018</u>
	Spring Semester:	On or before the Friday of the 5th week of the semester	<u>N/A</u>
3. Student Evaluation – (Evaluation Form 2T, 2NT-C, 2TS* & 2NTS-C)	Fall Semester:	HRD disseminates 9 th week (T) Student completion 10 th to 13 th weeks (T) Throughout Fall Semester (NT)	<u>10/15-19/2018</u> <u>10/22-11/16/2018</u>
	Spring Semester:	On or before the Friday of the 5th week	
4. Self Evaluation – (Evaluation Form 3T, 3NT, & 3NT-C)	Fall Semester:	Due on or before the 1 st day of the 2 nd week of the January in-service to the Division Chair and Supervising Administrator	<u>1/14/2019</u>
	Spring Semester:	Due on or before the Friday of the 6th week to the Division Chair and Supervising Administrator	
5. Supervising Administrator Documents – (Super Admin Checklist)	Fall Semester:	Due on or before the last Friday in January to the Human Resources Department	<u>1/25/2019</u>
	Spring Semester:	Due on or before the Friday of the 7th week to the Human Resources Department	

D. All fall semester self-evaluation materials are due to the Supervising Administrator's office on or before the 1st Monday of the 2nd week of the January in-service. With Supervising 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 HRD 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 and applicable non-teaching faculty.
- F. 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.
- G. For each section taught by a contract faculty member, a person other than that contract faculty member 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, the student evaluation results shall be compiled. 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.
- I. Instructions for Faculty Member:
 - 1. The enclosed evaluations are to be completed by **Friday, November 16, 2018**.
 - 2. Please select a student to supervise the Instructor and Course evaluation process.
 - 3. Review the instructions listed below with the Student Supervisor.

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 it 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 mailbox by the deadline.

Curriculum Packet

- J. 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. A complete curriculum packet consists of:
- syllabus
 - sample lesson
 - sample assignment
 - sample assessment i.e. test or quiz

Self Evaluation

- K. 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 the spring evaluations, on or before the Friday of the 6th week of the spring semester.

Peer and Supervising Administrator Process

- L. The Human Resources Department will prepare and distribute the peer evaluation process document and peer evaluation packets to the Supervising Administrator, Supervising Administrator Assistants and the Division Chair during the fall in-service.
- M. A peer evaluation committee shall be determined by the end of the 7th 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.
- N. 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.
- O. Each peer evaluation committee member shall meet with the contract 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.
- P. After the Supervising Administrator (Superintendent/President and Vice Presidents) 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, on or before the Friday of the 7th week of the spring semester.

- Q. 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.
- R. In the event the evaluation yields 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 by the end of March and progress will be addressed in the next evaluation.