



Contract Teaching Faculty Evaluation Process

The evaluation process for 2018-19 has started for contract faculty.

Please submit one complete curriculum packet for each method of delivery by the end of the 7th week. This packet should at least include a syllabus, a sample lesson, a sample assignment, a sample evaluation instrument and an explanation of how the evaluation is administered and accomplished to the Supervising Administrator and to your Division Chair (or designee).

Face-to-face courses: Supervising Administrator and your Peer Evaluation Committee members will schedule a day, date and time of your observation for at least one of the face-to-face courses that you teach.

On-line distance learning courses: Please submit a password to the Coordinator of Distance Learning for complete access to your online course material. The Distance Learning Coordinator will submit an assessment of the course material to the Supervising Administrator and Division Chair on or before Friday of the 16th week.

Off-line distance learning courses: No additional information to be submitted.

The following is an overview of the evaluation timeline:

Observations—8th to 16th week of fall semester

- ◆ Peer committees to be selected by the end of the 7th week.
- ◆ Meetings with individual peer committee members are to take place within five business days of the initial observation date

Student Evaluations—10th to 13th week of fall semester

- ◆ Packets distributed by Human Resources
- ◆ Results to instructor from Supervising Administrator after final grades are submitted

Self Evaluation— Due on or before the 1st day of the 2nd week of the January in-service to the Supervising Administrator and Division Chair for the Peer Evaluation Committee

Peer Evaluation Committee Documents— Due on or before the last day of the 2nd week of January in-service to the Supervising Administrator

Supervising Administrator Committee Documents— Due on or before the last Friday in January to the Human Resources Department

- ◆ Meeting with faculty member to discuss evaluation and recommendation

If you have questions, please contact Alex Haver at ext. 7765 or ahaver@taftcollege.edu