

## Procedure for Evaluation of Adjunct Lecturers

### General Information

- A. Adjunct lecturers shall be evaluated for a minimum of one class section per discipline for the first two semesters of teaching. From the third semester onward, if any *new* disciplines are taught, the adjunct lecturer shall be evaluated a minimum of one class section per discipline. After the first two semesters, the adjunct lecturer shall be evaluated a minimum of once every third calendar year of teaching.
- B. The evaluations shall include:
1. Division Chair (or designee) and Supervising Administrator observations
  2. Student Evaluations
  3. Division Chair (or designee) recommendation
  4. Supervising Administrator optional meeting

<u>C. Adjunct Lecturer Timeline Process</u>		<u>Adjunct Lecturer Specific Due Dates</u>
1. Classroom or Workplace Observation (Evaluation Form 1T*, 1NT* & 1NT-C*)	Within the 8 <sup>th</sup> – 16 <sup>th</sup> weeks of the semester By arrangement with the Division Chair (or designee) and Supervising Administrator For Short-Term Classes: Within the 3 <sup>rd</sup> – 7 <sup>th</sup> weeks of the semester	10/8/18-12/7/18 <hr/>
2. Student Evaluation – (Evaluation Form 2T, 2NT-C, 2TS* & 2NTS-C)	HRD disseminates 9 <sup>th</sup> week (T) Student completion 10 <sup>th</sup> to 13 <sup>th</sup> weeks (T) Throughout the Fall Semester (NT)	10/15/18 10/22/18-11/16/18 <hr/>
	For Short-Term Classes: HRD disseminates 3 <sup>rd</sup> week (T) Student completion 4 <sup>th</sup> to 8 <sup>th</sup> weeks (T)	

- D. The peer evaluation form, from the Division Chair (or designee), is due to the Supervising Administrator one week after the classroom observation.

### E. Curriculum Packet

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 7<sup>th</sup> week. A complete curriculum packet consists of:

- a. syllabus
- b. sample lesson
- c. sample assignment
- d. sample assessment i.e. test or quiz

### Student Evaluations

- F. The HRD will prepare and distribute the student evaluation process document and student evaluation for every section the adjunct lecturer teaches during the semester and applicable non-teaching faculty.
- G. The teaching adjunct lecturers of the commencement of the student evaluation process and of the need to notify their students to complete the evaluations. It is the adjunct lecturer's responsibility to ensure that student evaluations are completed in the applicable format.
- H. For each section taught by an adjunct lecturer, a person other than the adjunct lecturer will administer the evaluation instrument on or before Friday of the 13<sup>th</sup> week of the semester. Exceptions may include but not limited to non-teaching adjunct lecturers or short-term courses. The completed evaluations shall be turned into the HRD on or before Friday of the 13<sup>th</sup> week of the semester.
- I. Under the direction of the HRD, 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 adjunct lecturer once final grades are submitted.
- J. Instructions for Faculty Member:

- 1. The enclosed evaluations are to be completed by **Friday, November 16, 2018**.
  - a. If you are teaching a short-term class, evaluations are to be completed by **Friday, October 12, 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.