

Part Time Faculty Evaluation

Name of Part Time Faculty Educator: _____

Name of Part Time Faculty Supervisor: _____

Department: _____

Checklist for Components of Evaluation: Check to indicate that each Attachment is included. If no optional materials are included, indicate NA

___ **Attachment A: Procedural Responsibilities.**

___ **Attachment B: Classroom Observation** - Attach completed classroom observation since last evaluation.

___ **Attachment C: Student Feedback** - See Attachment B for form.
Attach supervisor's and educator's written comments summarizing the contents of student surveys as well as any other specific student feedback during the semester of the evaluation, and each semester that the part time faculty member taught since the last evaluation. No surveys should be directly attached here. Survey summaries begin with the student surveys administered Fall 2017.

___ **Attachment D: Optional Materials** - A part-time faculty educator may provide additional materials to be considered as part of the evaluation.

___ **Attachment E: Formal Improvement Plan** - Only include if Overall Evaluation indicates Requires a Formal Improvement Plan

___ **Signature Page**

Overall Evaluation:

- Meets Expectations indicates that the educator will automatically be eligible for re-employment, Re-employment Preference, and/or Promotion if other criteria are met.
- If Requires a Formal Improvement Plan is checked, Attachment E **must be** included. The educator should understand that if improvement is not seen within the timeframe specified in the plan, then the educator may not be rehired. The educator may also become ineligible for Re-employment preference.

___ **Meets Expectations**

___ **Requires a Formal Improvement Plan (Attachment E MUST be included: Yes ___)**

___ **Remains eligible for Re-employment Preference**

___ **No longer eligible for Re-employment Preference**

Attachment A: Procedural Responsibilities of Part-time Faculty

REQUIREMENTS FOR COURSE SYLLABUS		Y/N
1.	Did faculty member file a syllabus for each course section with the department in a timely manner?	
2.	Did each syllabus include the following items?	
a	Name of course, semester, section and/or CRN number	
b	Faculty name and contact information including DCC email	
c	Class Meeting Time and Place	
d	List of required textbooks(s) and/or other required material	
e	Catalog Course Description (may also include additional course description detail specific to the instructor but shall not contradict or conflict with the catalog description.)	
f	Course Student Learning Outcomes	
g	Institutional Student Learning Outcomes (when applicable)	
h	Outline of course and course requirements	
i	Grading criteria indicating how final grade is determined.	
j	Statements provided by the College regarding: ____ academic accommodations, ____ Title IX, and ____ academic honesty.	
PROCEDURAL RESPONSIBILITIES (Information verified by Department)		Y/N
1.	Does candidate administer Student Surveys of Teaching every semester required?	
2.	Does candidate use DCC email to communicate with College and students?	
3.	Does the candidate submit class syllabi to the department on time?	
4.	Does candidate submit the grade justification on time?	
5.	Does candidate submit the grade report on time?	
PROCEDURAL RESPONSIBILITIES (Information requested from OAA)		Y/N
1.	Does candidate sign contracts on time?	
2.	Does candidate submit class census data on time?	

3.	Does candidate complete mandatory obligations such as Human Resources training on time?	
4.	Does candidate submit midterm grades on time?	
5.	Does candidate submit final online grades on time?	

Comments by Supervisor:

Comments by Part Time Faculty Educator:

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Attachment B: Classroom Observation Report of Part Time Faculty

Date of class visit: _____

Department/Course/Section: _____

Consultation:

- Consultation with part time faculty educator before observation: Yes No
- Consultation with part time faculty educator after observation: Yes No

For each of the following areas, indicate whether the part-time faculty educator Exceeds Expectations (E), Meets Expectations (M), or Needs Improvement (N). For each area, include specific supporting details/examples.

_____ Command of the subject matter

_____ Ability to organize and present course materials

_____ Ability to engage students in the learning environment

_____ Other areas which pertain to quality of teaching and managing the learning environment

Other Comments or recommendations of the Part Time Faculty Supervisor:

Comments of Part Time Faculty Educator:

Attachment C: Student Feedback

The intent and purpose is to use this information to assist the faculty member in his/her growth and development as an educator. Consideration of this data shall be with the understanding that student feedback is an important but limited vehicle for understanding the effectiveness of an individual's teaching. Data can be used to guide future professional development and shall not be used to initiate disciplinary procedures. (See appendix I in the Part Time Educator contract for 2016-2020).

Supervisor: Provide written comments summarizing the contents of student surveys completed each semester that the part time faculty member taught since the last evaluation. No surveys should be directly attached here. Only Survey Results beginning with Fall 2017 should be summarized.

Part Time Faculty Educator: Provide written comments or a brief written reflection on these same student surveys.

Attachment D: Optional Materials

A part-time faculty educator may provide additional materials to be considered as part of the evaluation.

Indicate which of the following additional materials the part-time faculty educator asked to be included in the evaluation:

- ☐ Current teaching materials and assessments
- ☐ Current student work
- ☐ Written self-evaluation by the faculty member
- ☐ Student surveys of teaching
- ☐ Other materials the faculty member feels may accurately represent his/her teaching performance.

Comments or recommendations of the Part Time Faculty Supervisor:

Comments of Part Time Faculty Educator:

Attachment E: Improvement Plan

If **Requires a Formal Improvement Plan** is checked on Page 1, fill out this form.

- The Part Time Supervisor must include specific recommendations for improvement and a time frame for following up on the progress of recommendations with the Part Time faculty member.
- The educator should understand that if improvement is not seen within the timeframe specified in the plan below, then the educator may not be rehired.
- Based on the scope of the evaluation, the educator may become ineligible for retaining Re-employment preference.

To be completed by Part Time Faculty Supervisor:

- **Areas of concern**
- **Recommendations**
- **Action Plan/ Time Frame**
- **Recommendation for Re-employment Preference List with Rationale**

Signature Page

The signatures below indicate that:

- The entire application has been completed by the supervisor including all appropriate attachments.
- The part time faculty educator has reviewed the entire evaluation document and had the opportunity to include comments as he/she deemed appropriate.

Part Time Supervisor Name

Part Time Supervisor Signature

Date

Part Time Faculty Educator Name

Part Time Faculty Educator Signature

Date

Department Chair

Department Chair Signature

Date

NOTES agreed upon:

- Fall 2017 PT Faculty Evaluations will be due Feb 1, 2018 so supervisors and PT Faculty can review and comment on the Student Surveys of Teaching from the fall.
- Spring and Summer 2018 PT Fac Evaluations will be due Sept 15.
- We will only “count” Student Surveys of Teaching using new student survey form which begins in Fall 2017

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