

General Procedures Manual, section G-34-3.3.1: Evaluation of Part-Time and Adjunct Faculty

It is the departmental Chair's responsibility to evaluate their department's part-time **and adjunct** faculty utilizing the following:

#### **A. First Year at COCC**

1. Student evaluations: all sections, every quarter.
2. Peer Evaluation: minimum one class visit, pre and post conference, review of materials with written report to Designated Evaluator.
3. Designated Evaluator review: written summary.

#### **B. Second Year at COCC (up to sixth quarter)**

1. Student evaluations: all sections, every quarter.
2. Peer Evaluation: minimum one class visit, pre and post conference, review of materials, with written report to Designated Evaluator (Individual departments may wish to use forms for this purpose, such as provided within the Peer Evaluation Handbook. However, written commentary should be added to the checklists).
3. Designated Evaluator review: written summary.

#### **C. After Two Years, or Six Quarters**

1. **Student evaluations:** Part-time and adjunct faculty who have taught more than 2 years (6 terms for part-time faculty; **need not be consecutive**) choose which term(s) they want printed and sent to their HR file. Adjunct faculty will make their choice by the 2<sup>nd</sup> week of fall term for the academic year. Part-time faculty will make their choice prior to the first term they are teaching for an academic year unless otherwise determined by the department chair.
2. ~~If, in the judgment of the Designated Evaluator, the performance to this point, as measured by the components for evaluation listed above, is sufficiently consistent and meritorious, the next Peer Evaluation and Designated Evaluator written review can be scheduled as much as three years later (allowing a gap of up to two years). This schedule could be readjusted to allow for more frequent review should the Designated Evaluator deem this desirable at any time.~~

**Peer evaluation/DE Review:** After the probationary period described above, the next Peer Evaluation and Designated Evaluator written review will be scheduled no more than three years later. This schedule can be adjusted to allow for more frequent reviews should the Designated Evaluator deem this desirable at any time.

3. Written feedback should be received for the instructor's personnel file in either Winter or Spring quarter, but not later than May 15, unless the department chair notifies the instructor that it will be late.

4. Part-time **and adjunct** faculty have the option of submitting a statement of explanation or comment on such evaluations. Written evaluations and any faculty response will be filed in the instructor's personnel file.