Performance Evaluation & Preference List Information – Adjunct Faculty

PRESENTED BY HUMAN RESOURCES

Presentation Outline

► Evaluation Approach and Philosophy

► General Evaluation Process

► Review Forms

► Online Evaluation Process

► Student Online Evaluation

► Link to new contract: https://www.lbcc.edu/sites/main/files/file-attachments/chi_contract_22-23.pdf?1660669422

Evaluation Premise

- Is an ongoing process – to receive feedback and guidance to strengthen and improve upon your craft

- Foundational assumption – the evaluee is professional and competent

- Intent – to ensure professional competency
  - To provide assistance and support where needed – collaborative conversation in partnership with the facultee evaluator
  - Peer review & check in *Ex. Go to a training and do a self audit on where you can shore up practice, an evaluation is the tool to do a collaborative audit with a faculty peer*

- Holistic approach
  - Evaluate the evaluee as a whole – not just evaluate single incidents

Frequency

- The first evaluation should occur within the first semester of employment

- Afterward
    - As frequently as deemed necessary BUT
    - Shall be at least once every 6 semesters or 3 years whatever comes first

- Not have an assignment during a semester scheduled for an evaluation – will occur in the next semester the evaluee has an assignment

- In a non-teaching position – use the same professional competencies

Evaluation Process

▶ Selection of Evaluators – if Department Head is not conducting the evaluation then the DH will select a full time faculty member to be the evaluator

▶ All information gathered will be confidential

▶ The evaluation period – the evaluation covers the period of time since the last evaluation

▶ The evaluation shall be placed in the personnel file

Evaluation Forms

Part Time Faculty Evaluation Summary Form

- ▶ Used during the initial meeting – Pre-evaluation Conference
- ▶ Determine dates for the evaluation milestones
- ▶ Pre-observation meeting – initial meeting between evaluator and evaluee
  - ▶ Discuss the specifics of the
    - ▶ evaluation process
    - ▶ Establish a timeline for all meetings
    - ▶ Observation – when this will occur
    - ▶ Completion of the process
  - ▶ The initial meeting must occur before the observation

Evaluation Forms

- Part-time Faculty Evaluation Form
  - Fill out this form as you normally would

  - Information from observation
    - Is assessed by: accessing Canvas – specifically the homepage, orientation, syllabus, and at least one module
    - Evidence of regular and effective instructor initiated & student to student contact
      - Consistently and regularly participates in communication activities throughout the course
      - Reference the Online Learning Department – regular and effective contact requirements for guidelines on how this is evidenced
    - CAN use alternative methods for communication such as email
    - CAN ask follow up questions if information is difficult to find

Evaluation Process

▶ ## Online Learning Department

  ▶ **Regular and Effective Contact Requirement**

  ▶ **Title 5, section 55204**

- **Regular Effective Contact Guidelines:**

  - **Faculty-Initiated Interactions**

  - **Frequent & Timely Interactions**

  - **Clear Expectations for Interactions**

- **Tools for Regular Effective Contact**

  - **Regular Effective Contact (PDF) found at Online Teaching Guidelines & Procedures**

Evaluation Process

- **Evaluation Criteria**

  - **Regular & effective contact**
    - Contact information for the instructor is easy to find and includes multiple forms of communication
    - Expected response time is posted
    - Student to student interactions are required
    - Students are encouraged to communicate with the professor
    - Expectations regarding the quality of communications are clearly posted
    - Instructor participates actively in communication activities and provides announcements and feedback to students
    - Guidelines explaining required levels of participation are provided

Student Evaluation of Faculty

- **Student Evaluations**
  - Must be forwarded to evaluee with enough time to review before completing the self evaluation
  - The evaluator shall review the student evaluation prior to completing the part time faculty evaluation

Self Evaluation Process

- Self Evaluation
  - All evaluees shall complete this form
  - Must be submitted and discussed at the post observation meeting
  - Must discuss if they participated in the assessment of student learning outcomes and used these results
  - Must be submitted to the evaluator 10 days before the post observation meeting

Evaluation Process

▶ Department Head / Dean Review

  ▶ Before the post observation meeting the evaluator shall discuss the evaluation with the DH and then the DH shall discuss the evaluation with the dean

  ▶ The evaluator and DH shall review the Part Time Faculty Evaluation Form and agree on and assign a final rating

  ▶ The form will then be forwarded to the dean for review and signature before the final post observation meeting

Evaluation Process

▶ Post Observation Meeting

   ▶ Evaluator and evaluee will meet and discuss the results of the evaluation

   ▶ Shall include the following materials: results from the student evaluation, self evaluation, completed part time evaluation form

   ▶ Evaluator will provide the completed part time evaluation form to the dean within 5 working days of the post observation meeting

      ▶ Signature by the evaluee is acknowledgement of receipt of the evaluation not indication of agreement with the evaluation

      ▶ The dean shall forward the evaluation to Human Resources 5 working days before the end of the semester during which the evaluation is conducted

Evaluation Ratings

- Needs improvement rating –
  - the college may retain the evaluee but the evaluee must be evaluated during the next semester if retained

- Unsatisfactory rating –
  - if an evaluee receives this rating they are no longer eligible for employment with the college

Appeal Process

▶ An evaluee may file a written appeal to their Vice President within 10 working days of the observation meeting

▶ The VP will make a final determination

▶ Both the appeal and determination will be attached to the evaluation and placed in the personnel file

Preference List Information

- A bargaining unit member who
  - has taught at least one (1) class or received an assignment of at least fifty-four hours in an academic year, for two (2) consecutive academic years, and
  - received a "satisfactory" rating on his/her most recent evaluation shall receive re-employment preference
- A unit member who receives less than a "satisfactory" evaluation shall not be eligible for re-employment preference.
  - No longer eligible: receives needs improvement or unsatisfactory
- Re-employment preference shall be determined by the date of hire as a part-time faculty member in the department
  - All bargaining unit members eligible for re-employment preference in a given department or similar unit will be ranked in order of their hire date
- A unit member may lose his/her seniority hire date and eligibility for reemployment preference if:
  - (a) a unit member is not employed for two (2) consecutive academic years; or
  - (b) a unit member receives less than a satisfactory evaluation.