

Adjunct Evaluation

Procedures & Guidelines

Per the terms of the negotiated agreement between COC and AFT, adjunct faculty “shall be evaluated during the first semester of employment and at least one additional time during the next four semesters of employment.” The contract requires the use of a specific evaluation form, student evaluations and a self reflection.

Evaluations may be held more often than once in four terms if deemed necessary by the evaluator and/or Department Chair, and the unit member may be evaluated again if he or she is assigned to teach a new course within the discipline or in another discipline where the Unit Member has not previously taught at this District.

Classroom Visitation Component

1. Contact the adjunct you are to evaluate and arrange a time to visit the class.
 - a. Explain the evaluation process at this time.
 - b. Provide the adjunct with a copy of “A Guide for Effective Classroom Visitations” (1) and Part Time Instructor Guide for Self Reflection (2) so they will know the kinds of items you will be looking for and they should address.
 - c. You should ask for the syllabus and you may also wish to request a copy of an exam.
 - d. Determine the ending date for the class since many classes are short-term.
2. Visit the class and complete the evaluation *on the negotiated form* (3).

Make *meaningful* comments to support your numerical score. *Merely circling a number is insufficient feedback.* Evaluation is a means of professional development, and meaningful comments are needed to assist in this process.

Student Evaluation Component

The Instruction Office will send out the student evaluation survey mid-semester. You will receive the numerical scores and written student comments. Review these then send them to the adjunct instructor to retain.

Self-Reflection Component

The adjunct faculty member must complete a Self-Reflection. (2)

Evaluation Conference

Schedule the review conference with the part time faculty member well in advance of the end of the semester (preferably by the 12th week). Discuss the above items.

Send the following 2 items to your Division Dean before the end of the term (preferably by the 12th week):

Completed Classroom evaluation

Adjunct faculty members' Self Reflection

Please do not include in the evaluation packet or forward any other documents, including:

Syllabus

Sample Test

Student evaluations and/or comments

Non-Classroom Evaluation

Follow the above procedure, except complete the evaluation form for Non-Classroom Part-time faculty (4)

The forms are available in the Office of Instruction/Academic Affairs or electronically from the COC intranet. Click on Office Directory, Instruction, Evaluation forms/Part Time

- (1) A Guide for Effective Classroom Evaluations, Part Time AFT form
- (2) Part Time Instructor Guide for Self Reflection
- (3) Classroom Visitation form for Part-time Teaching Faculty
- (4) Non-Classroom Part-time faculty evaluation form