

## *Understanding the Instructional Evaluation Procedure For Part-Time Faculty*

### **General Evaluation Information:**

- 1) All Faculty being evaluated will be assigned a faculty observer in their discipline or a closely related discipline.
- 2) In addition, your area dean, may visit one or more classes as an observer (live or online).
- 3) Observations are to occur during weeks 6-14 of the instructional semester.
- 4) PT faculty are asked to complete a self-evaluation form. A sample will be provided in the evaluation documents.

### **General Syllabus Information for Evaluatees:**

- 1) Verify your syllabus has all the requirements according to BCC policy and are in line with the Course Outline of Record.
  - a. If you find anything missing, you can provide an addendum to the students and academic affairs
- 2) Live classes – Be sure your syllabi has been sent to Academic Affairs so it is “on file” as this is one of the questions on the observation form.
- 3) Online classes – Online syllabi are downloaded by Academic Affairs in the first weeks of class.

### **PT Evaluatees who are Teaching Live Classes:**

- 1) Faculty and/or Dean Observer will contact you to arrange a time to observe (and/or administer a survey) to your class.
- 2) Evaluatee is to provide the observer appropriate and materials by time they come to observe your class.
- 3) Administering Student Surveys:
  - If possible, student surveys are administered to **all live classes** during an evaluation semester, even if the class is not being observed.
  - Surveys are usually given at the beginning or end of class.
  - If for some reason, the faculty and dean observer are observing the same class, only one student survey will be administered.
  - Faculty being observed **MUST** leave the room while the survey is given. Student survey normally takes 15-20 minutes.

### **PT Evaluatees who are Teaching Online Classes:**

- 1) Observers may or may not contact you as you will not need to change your class meetings or usually provide materials for the observation.
- 2) Observers do NOT observe in the first week two weeks of online classes unless absolutely required to meet observation deadlines, as it does not give a quality observation.
- 3) Student surveys for all online classes are done automatically at the end of the class.

### **All PT Evaluatee Evaluation Reports:**

- 1) All the evaluation materials (observations, student evaluations, self-evaluation, and class data) will be compiled into a report.
- 2) Evaluatee will be sent a copy of the report
- 3) A meeting will be arranged with the area Dean to discuss and sign the report. (Meeting can be done via phone if necessary)
- 4) **IMPORTANT:** Depending on the situation, your evaluation report may not be ready until after the last day of the semester.

Note: **Evaluatee** is the contract language for faculty being evaluated.