

ARTICLE SEVEN - EVALUATION OF ADJUNCT FACULTY

(This article applies to adjunct faculty only.)

A. Purpose

Quality faculty are essential to the academic excellence of an institution. Therefore, it is a mutual expectation of faculty and administration that regular and on-going feedback be provided to faculty regarding job performance.

To ensure that quality teaching and support services remain the core ingredients in undergraduate education, the adjunct faculty evaluation process assesses the performance of the full scope of all assigned duties according to the job assignment and relevant professional standards. The evaluation process identifies and validates strengths, identifies areas needing improvement, and suggests areas for growth. The process also provides a basis for retention decisions.

B. Requirements

1. **Uniform and Consistent:** There shall be a uniform and consistent evaluation policy for all adjunct faculty as specified in the procedures and forms within this Agreement.
2. **Truthful and Accurate:** Evaluation information shall be truthful and shall not include unsubstantiated information, including rumors, gossip, or anonymous information of any kind. Information shall not be obtained through the use of sources such as electronic media, listening or recording devices without the written permission of the adjunct faculty member.
3. **Limited to Contractual Duties:** Adjunct faculty will be evaluated only on contractual duties.
4. **Based on Performance not Technology:** A distinction shall be made between adjunct faculty performance and technological failure. Malfunctions of instructional equipment shall not adversely affect the evaluation.
5. **Timely:** All participants are cognizant of the importance of immediate formative feedback and are committed to providing feedback rapidly and completing the process in a timely manner.
6. **Content is not Grievable:** The content of evaluations collected in a manner consistent with this Article shall not be grievable.

C. Process

1. **Criteria:** Because adjunct faculty assignments are diverse, evaluation criteria appropriate to the assignment shall be used as specified in the procedures and forms within this Agreement. These criteria include:
 - a. Discipline Knowledge
 - b. Creation and Facilitation of the Learning Environment
 - c. Individual Professional Responsibility
 - d. Effective Teaching Methods

2. Timelines: First semester adjunct faculty members will be evaluated during their first semester assigned at a college (designated as ADJ-1) and again one to two semesters later (ADJ-2), based on the decision of the committee. Upon completion of the second evaluation, the adjunct faculty member will be designated as ADJ-3. A “satisfactory” evaluation rating after the second evaluation or any future evaluations results in placement on an ongoing three year evaluation cycle. A “needs improvement” evaluation rating on any evaluation results in another evaluation the following semester.

During an evaluation, student evaluations will occur in every section taught by an adjunct faculty member. Peer observations will occur in every section taught by ADJ-1 and ADJ-2 faculty. Peer observations for ADJ-3 faculty will occur in one section, mutually agreed upon by the adjunct faculty member and the faculty chair/designee. The evaluation will optimally occur between weeks 5-8 in semester length courses. In courses that run less than a full semester, the evaluation will occur approximately 35% of the way through the course.

Upon completion of the evaluation, the evaluator will make a recommendation, based on the ratings in Article 7.C.4, either to retain or not retain the faculty member within the adjunct hiring pool.

In the case of an observation rating of “unsatisfactory,” the adjunct faculty member, who may consult CCA, will be observed again by a tenured faculty member chosen by the evaluatee, and the educational administrator. Where there are not sufficient department/program area members to conduct the observations, the evaluatee may choose a tenured faculty member from a related discipline. The evaluation will be completed by the end of the semester. For disciplines with state licensing board requirements, additional evaluations may be conducted as required by the licensing board.

A decision regarding retention within the hiring pool will be made after the committee evaluation.

3. Components: The purpose of the multiple components listed below is to get data from a variety of perspectives for diverse faculty assignments. Every effort should be made to integrate the data in its entirety in contrast to overemphasizing any individual component.

a. Peer and Administrative Materials Review and Classroom Observations: Announced and scheduled observations by committee members of adjunct faculty work and interaction with students. For ADJ-1 and ADJ-2, observations should be made of all instructional, counseling and library assignments. For ADJ-3, the faculty chair or designee shall observe one assignment, mutually agreed upon with the evaluatee. (Forms appropriate to adjunct assignment; see Checklist in Article 7 Appendix.)

b. Student Evaluations: Evaluative reviews by students about interactions with the evaluatee conducting various duties, such as teaching, counseling, library, and other support services. (Forms appropriate to assignment; see Checklist in Article 7 Appendix)

c. Administrative Assessment Review: Evaluative review by Educational Administrator. (Form Q/ADJ.)

d. Faculty Service Survey: Assesses the evaluatee's contribution to the KCCCD community from the unique perspective of peers outside the discipline area or in the community, concerning faculty service. (Form P/ADJ; all adjunct faculty with non-instructional duties that have no student contact hours, other optional.)

e. Evaluation Summary: Chair/designee or committee, as appropriate, develops the Evaluation Summary based upon data from the evaluation process and the elements of the evaluation packet. The narrative summary should include an assessment of the syllabi, observations and student surveys. The committee's recommendation may include a minority report.

f. Evaluation Summary Meeting: Meeting to clarify the Evaluation Summary, recognize faculty strengths, suggest areas for improvement and development, and inform the evaluatee of the committee recommendation. Committee members and evaluatee sign form A/ADJ no later than the end of the term of evaluation.

4. Ratings

a. Satisfactory: In the case of a re-evaluation report of "satisfactory," the employee will be retained within the hiring pool.

b. Needs to Improve: In the case of an evaluation report of "needs to improve," any recommendation for reappointment shall be given with specific recommendations for improvement. This rating will result in a follow-up evaluation the following semester.

c. Unsatisfactory: In the case of an evaluation report of "unsatisfactory," the adjunct faculty member will not be eligible for rehire.

5. Participants

a. The Evaluation Committee

1) Faculty Chair will complete the following or designate another tenured faculty member to do so:

- Make arrangements for observation dates
- Complete the observations and observation forms appropriate to assignment
- Give the evaluatee timely feedback upon completion of the observation
- Arrange for additional observations as required by Article 7.C.2
- Develop Evaluation Summary (except in the event of an unsatisfactory observation) and make a recommendation based upon data from the evaluation process. Summary may include a minority report.
- Sign the final report

2) Educational Administrator will:

- Complete administrative assessment form Q/ADJ
 - In the event of an unsatisfactory observation or a special evaluation Complete the observations and observation forms appropriate to the assignment

- Coordinate the evaluation committee as it jointly completes the Evaluation Summary, based upon the majority opinion of the group.
- Types summary report
- Sign the final report

3) Tenured faculty member chosen by chair/designee (in the event the adjunct faculty member has multiple assignments to be observed, and at the discretion of the chair/designee) will:

- Make arrangements for observation dates
- Complete the observations and observation forms appropriate to assignment
- Give the evaluatee timely feedback upon completion of the observation
- Sign the final report

4) Tenured faculty member chosen by evaluatee in the event of an unsatisfactory observation or special evaluation) will:

- Make arrangements for observation dates
- Complete the observations and observation forms appropriate to assignment
- Give the evaluatee timely feedback upon completion of the observation
- Sign the final report

b. Evaluatee will:

- Provide his/her Faculty Chair with the following prior to the observations:
 - Syllabi, including grading procedures, for courses taught in the current semester
 - Samples of assignments/assessment activities for each learning environment that will be evaluated
- Provide course materials for evaluation
- When appropriate, send out faculty service survey to individuals the evaluatee chooses, with instructions to return the form to the Educational Administrator

D. Special Adjunct Evaluation: If in the College President's judgment circumstances warrant evaluation other than the normal cycle, he or she may declare a Special Evaluation. At that time the College President shall enumerate and describe the reasons for the Special Evaluation in writing to the faculty member. The College President shall provide notice to the Association President that a Special Evaluation has been declared.

1. Committee: Within two (2) weeks of the receipt of the notification letter by the evaluatee, a committee composed of one (1) educational administrator appointed by the College President or designee and two (2) tenured faculty members shall be appointed. The faculty members on the committee shall include the faculty chair or designee and one (1) member chosen by the evaluatee in consultation with the Association President or designee. In the event that the Special Evaluation is declared near the end of the term, the committee members will be appointed the first two (2) weeks of the next semester.

2. Evaluation tools used to determine satisfactory progress may include but not be limited to:

- Student Evaluation--at the suggestion of either the committee or the evaluatee, a standardized student evaluation or specialized student evaluation focusing on areas of deficiency

- Performance Observation--at the discretion of the Educational Administrator or at the election of the evaluatee, observations of performance by the evaluation committee
- Other Elements--at the election of the evaluatee or the committee, other evaluation elements appropriate to teaching or non-teaching assignments with focus on deficiencies

3. Upon completion of this evaluation, the evaluation committee will make a recommendation, based on the ratings in Article 7.C.4., either to retain or not retain the faculty member within the adjunct hiring pool.