

OVERVIEW OF TENURED &
PART-TIME INSTRUCTIONAL EVALUATIONS
AT SOUTHWESTERN COLLEGE

Three Types of Faculty Evaluations

1. Tenure review of probationary candidates
 - 4-year process
 - Instructional & non-instructional
 - Usually occurs in the fall so in-depth training is provided in late August or early September (not included in this PowerPoint)
2. Tenured full-time faculty
 - Instructional & non-instructional
3. Part-time faculty
 - Instructional & non-instructional
 - New & ongoing P/T faculty

The evaluation process is an agreement between the District & SCEA , is an extension of the contract through the Tenure Review & Faculty Evaluation Manual, and is guided by Ed Code.

Evaluation Forms & Information

These can be found on our SWC website:

swccd.edu  *

Faculty & Staff 

Tenure Review & Faculty Evaluation

(*  = then click on)

Tenured Instructional Faculty

- Every 3 years in spring
- The practice is that HR works with Deans/Directors to identify faculty being evaluated. The responsibility of ensuring evaluations are completed and sent to HR is the Dean's/Director's.
- Materials requested
 - Course syllabi, sample course materials for each class, updated Curriculum Vita, and a Faculty Self-Evaluation Statement
- Process
 - Faculty member selects a tenured evaluator from within the discipline (or department, if necessary, or from a related area, if approved by the faculty member) from a list of 3 peers nominated by the Dean in consultation with the Department Chair **by the end of the 2nd week**.
 - The faculty member and peer evaluator meet **before the 4th week** of instruction. Materials are provided at this time.
 - The peer critiques each syllabus using the syllabus checklist (& included in the evaluation file).
 - Student evaluations are conducted (HR).

Tenured Instructional Faculty cont.

- The faculty member, the peer or the Dean can request a classroom visitation. The approved classroom evaluation form will be used (& included in the evaluation file).
 - If the Dean makes the request, both the Dean and the peer will visit.
 - If the faculty member makes the request, the Dean and/or the peer will visit.
 - If the peer makes the request, only the peer will visit.
 - All visitations are a minimum of 50 minutes.
- **Before the 12th week** of the semester, the peer & faculty member meet to review materials and the results of the student evaluations. Deans may be included in this meeting.

Tenured Instructional Faculty cont.

- The peer and the Dean will write the Summary Evaluation **before the end of the spring semester.**
 - Shared with the faculty member (& included in evaluation file)
 - All written materials returned to the faculty member
- If consensus on the Summary Evaluation is not reached, or if Needs Improvement is given, or if an out-of-sequence evaluation is requested, additional procedures are available.

Part-Time Instructional Faculty

- Supervision of P/T evaluations = the Dean or designee
- Process for **new** P/T faculty
 - Evaluated no less than 3 times during the first 6 semesters of service
 - HR identifies instructors to be evaluated.
 - Instructor must receive written notification of an evaluation.
 - The Dean, in consultation with the Department Chair, selects a full-time faculty member as the peer evaluator (2nd evaluation – see next slide).
 - The faculty member should receive a copy of all evaluation documents and originals are placed in the personnel file.

Part-Time Instructional Faculty cont.

- A full evaluation includes the following:
 1. Self-Evaluation Statement (completed within 10 days of notification of evaluation)
 2. Review of course syllabus & sample course materials
 3. Classroom visitation using District-approved form: **after the 2nd week and before the last week of instruction**
 - 1st visitation: by Dean or Department Chair
 - 2nd visitation: designated full-time faculty member (within the same discipline, if possible)
 - 3rd visitation: by Dean or Department Chair
 4. Student evaluations (HR)
 5. Summary Evaluation: completed by the Dean
 - Satisfactory review = meeting is optional
 - Needed for vesting
 - Needs Improvement or Unsatisfactory = mandatory meeting
- **Ongoing evaluations**
 - Evaluated every 6th semester
 - At the discretion of the Dean, the evaluation may include the 5 components above.
- If an out-of-sequence evaluation is requested, additional procedures are available.

Online / Hybrid Evaluations

- Ideally, online evaluators should have knowledge of or experience with teaching online.
- Deans/Directors: Send a list of all faculty undergoing evaluation who are teaching online & their designated evaluators to Larry Lambert.
- Evaluators: Request access to the online class from Larry Lambert
- Faculty Evaluation Form O is used to evaluate online & hybrid courses.
- Note for fall scheduling: For probationary faculty, only 50% of teaching load can be online.

Additional Comments

- Signature on documents by faculty being evaluated = awareness, not agreement
- Email is considered “public domain” and is therefore, not considered confidential. Therefore, email should not be used to send evaluation documents.
 - Email should be used only to plan meetings, announce changes in meeting times, invite people to meetings or to exchange public documents, such as blank evaluation forms (housekeeping purposes).
- Please contact the Tenure Review Coordinator at ext. 6706 or consult the Tenure Review & Faculty Evaluation Manual (available on the website) for more information.