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## TENURE REVIEW & FACULTY EVALUATION MANUAL

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### EVALUATION PROCEDURES FOR PART-TIME NON-INSTRUCTIONAL FACULTY

The goals for Part-Time non-instructional evaluations have been established as follows:

1. To encourage continued growth in the performance of the non-instructional assignment.
2. To measure the effectiveness of performance in the non-instructional assignment and to identify and provide assistance for improved performance.
3. To provide reasonable criteria for reappointment.

Part-Time non-instructional faculty who are employed under the Part-time Salary Schedule will be evaluated under the following policy and procedures:

1. **Responsibility**—The overall responsibility for establishing a program for evaluation of Part-Time non-instructional faculty lies with the Vice President for Student Services. The direct supervision of Part-Time non-instructional faculty lies with the School Dean or designee.
2. **Procedures**—Non-instructional faculty in their first, second, and third semesters of service at Southwestern College:
  - a) A Part-Time non-instructional faculty shall be observed no less than three times during each of his/her six semesters of service at Southwestern College. The non-instructional faculty shall be notified of a three-week period of time in which the evaluation will occur. At the beginning of each semester, it will be the responsibility of the Human Resources to determine those non-instructional faculty that are to be evaluated.

The School Dean, after conferring with School non-instructional faculty, will select a full-time faculty member who can serve as faculty peer evaluator for the School Part-Time faculty. The cognizant Vice President will schedule an annual in-service on evaluation to orient first-time non-instructional faculty evaluators on philosophy, procedures and the college tools of evaluation.

It is the responsibility of the School Dean, Department Chair or designee to carry out the evaluation of Part-Time faculty under his/her cognizance. During the first two semesters of activity, an Part-Time non-instructional faculty will be evaluated through assignment activity observation using the Assignment Activity Observation Report form: during the first semester, the observation will be conducted by the School Dean or designee; in the second semester, the observation will be conducted by the designated contract non-instructional faculty peer evaluator. When feasible, the non-instructional observation will be made by a unit member whose contract assignment is in the same area of service as that of the Part-Time faculty being evaluated.

- b) In conjunction with the assignment activity observation, use of materials and documents pertinent to the assignment will be considered and reviewed as part of the evaluation process.
  - c) An additional assignment activity observation, when warranted, may be authorized and arranged by the cognizant School Dean or designee and/or Department Chair. He/she may also authorize student evaluations to be a part of the overall evaluation process.
  - d) The summary section of the Part-Time Faculty Evaluation Report form will be completed and signed by the cognizant School Dean or designee. If the overall evaluation is satisfactory, the evaluation may be placed in the mailbox of the non-instructional faculty being evaluated, who will be provided with the opportunity, if he/she so wishes, to discuss the report with the person who prepared the assignment activity observation report. The faculty members will sign both copies of the report, keep one copy and return the other to the cognizant School Dean or designee for filing in the Human Resources.
  - e) If the summary report is marked Unsatisfactory, the cognizant School Dean or designee will arrange for a conference with the non-instructional faculty being evaluated, at which time the evaluation will be reviewed and the Part-Time faculty member will be requested to sign the evaluation form. The non-instructional faculty will be provided with a copy of the evaluation report and the original will be sent to Human Resources for filing.
  - f) In the third semester of service, an Part-Time non-instructional faculty will be evaluated through the student evaluation process. A student evaluation will be conducted using the prescribed form (Student Evaluation of Faculty form or Southwestern College Student Evaluation of Counselors form). The evaluation will be administered by a student chosen by the faculty member being evaluated and questionnaires will be forwarded to the appropriate dean. Human Resources will summarize the results of the student evaluation and return the prescribed form (Part-Time Faculty Summary Evaluation form) to the cognizant School Dean or designee.
3. **On-going Evaluation**—Non-instructional faculty in their fourth semester or more at Southwestern College: Assignment activity observations or student evaluations may take place at any time at the discretion of the cognizant School Dean or designee. In all cases Part-Time faculty will be evaluated no less than once every five semesters.
  4. **Student Comment Forms** (if applicable to the assignment)—Near the end of the semester, the cognizant School Dean or designee or the Part-Time non-instructional faculty member may request that students be given an opportunity to complete the Student Comment form. If the request is initiated by the Part-Time non-instructional faculty member, the form is to be completed anonymously and returned to the non-instructional faculty member for his/her exclusive use. If the request is initiated by the cognizant School Dean or designee, the Student Comment form will be returned to the School Dean or designee's office and summarized, and will be included as part of the non-instructional faculty member's overall evaluation.
  5. **Appeal Procedure**—Should a Part-Time non-instructional faculty member consider his/her summary evaluation report to be unfair or inaccurate, he/she may request the cognizant Vice President to arrange for another observation by a School Dean or designee. Further, the Part-

Time non-instructional faculty member may request that the School Dean or designee obtain and summarize an evaluation from students using a Student Rating form.