

## Article 7 (continued)

- 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

Article 7 (continued):

- 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.