



POLICY AND PROCEDURE

Title:	PART-TIME INSTRUCTOR PERFORMANCE REVIEW
Policy No.:	5.25
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

Because of instructional funding requirements, community colleges rely upon part-time instructors for a substantial portion of instruction. The importance of these faculty is particularly true for smaller colleges and for colleges serving a large geographic area, like GBC. Part-time instructors provide much more diversity in GBC's offerings than would be possible with full-time faculty only. Many GBC part-time instructors have a long, valued history in teaching for the college and representing the college in their communities.

Following Northwest Commission on Colleges and Universities accreditation requirements, all part-time instructors faculty will be evaluated the first semester and every 5th year thereafter or as deemed necessary.

The performance review process has been developed to mentor and develop part-time instructors to encourage and improve teaching strategies by providing feedback from full-time teaching faculty. Completion of the process described here does not provide any assurances of continued employment beyond those stated in individual letters of appointments.

Position Description – Part-time Instructor

Part-time instructors at GBC are assigned to teach specific courses, on an as-needed basis, as determined by academic departments. All part-time instructors are required to prepare clear course syllabi that include the learning outcomes of the course and other specifications of Great Basin College, manage their courses in an effective manner in line with GBC guidelines, and assess their students in accordance with the stated objectives of the course.

All part-time instructors must adhere to all GBC policies and guidelines in the delivery of course material and in the assessment of students and the classes being taught. Responsibilities may vary with department and specific courses, and the requirements of the departments must be followed. General responsibilities include the following:

- Create a course syllabus that addresses the requirements of the college and the department for each class taught; syllabus must be complete and available when the class is first open to the students.
- Communicate clearly the expectations of students at the beginning of each class taught.
- Engage students in meaningful and valuable educational experiences.
- Maintain complete and accurate records of student achievements and grades.
- Provide students with the appropriate course rating survey that is to be completed and submitted to the appropriate GBC staff personnel.
- Submit final grades for each class by the specified date.
- Adhere to all requirements for student privacy (FERPA).
- Adhere to all established timelines for instruction.
- Utilize the student records system and the GBC email system effectively.
- Communicate regularly with affiliated department in the required formats.

Procedures

For new part-time instructors, performance reviews are required the 1st semester of instruction and every 5th year thereafter.

1. The Department Chair will be notified of which part-time instructors are subject to performance review by October 1 (fall semester) or February 1 (spring semester).
2. Department Chair or designee will notify part-time instructor of the performance review process and schedule observation. Observations must be completed by November 30 (fall semester) or April 30 (spring semester).
3. Part-time instructor will provide syllabus and requested course materials to Department Chair or designee before scheduled observation. If the course is an online course, permission must be granted by the part-time instructor for Department Chair or designee to access course as a Teaching Assistant.
4. Department Chair or designee will complete the "Observation" and "Instructional Design" components of the Part-time Instructor Performance Review form during the semester of observation.
5. It is **strongly recommended** that the Department Chair or designee provide informal feedback to the part-time instructor following the observation. This can be an informal meeting or can be completed via email.

REVIEW PROCEDURES TO BE COMPLETED SEMESTER FOLLOWING OBSERVATION:

Department Chair or designee will complete the "Instructional Management and Coordination" and "Department Chair or Designee Review" during this time. After the formal conference, the Part-time instructor will complete "Part-time Instructor Comments" and return the form to Department Chair or designee. **Department Chair or designee must complete the entire review process and submit to the Vice President of Academic Affairs by March 1 (fall review) or October 1 (spring review).**

1. Department Chair or designee ensures that grades were entered in the required timeframe with the student records system.
2. Department Chair or designee reviews student ratings (IDEA form) and enters scores for both the raw and adjusted scores from the Summary Evaluation grid on the front page of the IDEA Diagnostic Form Report.
3. Department Chair or designee determines overall performance review rating, based on the definitions below.
4. The Department Chair or designee holds a formal conference for performance review with part-time instructor to review form and student ratings.
5. Part-time instructor provides comments and signs the performance review form.
6. Department chair or designee reviews part-time instructor comments, addresses them as necessary and forwards the form to the Vice President for Academic Affairs for review and signature. Performance review process must be completed by March 1 (fall semester) or October 1 (spring semester).

Definitions of performance review categories:

Satisfactory: The instructor knows the subject matter and presents it in an understandable and orderly manner. Instructor meets expectations of part-time instructor job description.

Unsatisfactory: The instructor has an academic understanding of the subject field, but has difficulty translating that understanding into an effective classroom presentation. Does not meet the expectations of the part-time instructor job description.

Revised by Faculty Senate:

Last PC revision:

Contact the assistant to the president for any questions, corrections, or additions.