



POLICY AND PROCEDURE

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

Policy

Following Northwest Commission on Colleges and Universities accreditation requirements, all part-time instructors shall be evaluated the first semester of instruction 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.

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

1. Procedures during semester of review

1. The Department Chair shall 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 shall 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 shall 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.

2. Procedures following semester of review

Department Chair or designee shall complete the “Instructional Management and Coordination” and “Department Chair or Designee Review” during this time. After the formal conference, the Part-time instructor shall 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 ~~Dean Vice President of Academic Affairs~~ by **December 31** (fall review) or **May 31** (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 or other approved 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 conference for discussion of performance review, including student ratings, with part-time instructor.
5. Part-time instructor provides written comments, signs, and returns the performance review form to Department Chair or designee.
6. Department Chair or designee reviews part-time instructor comments addresses them as necessary and forwards the form, **along with syllabus and student ratings**, to the ~~Dean Vice President for Academic Affairs~~ for review and signature. Performance review process must be completed by **December 31** (fall semester) or **May 31** (spring semester).

3. Definitions of performance review categories:

Satisfactory: The instructor knows the subject matter and presents it in an understandable and orderly manner. Instructor meets or exceeds 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: May 17, 2015

Last PC revision: August 11, 2015

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

PART-TIME INSTRUCTOR PERFORMANCE REVIEW

Complete review process due to Dean by **December 31** (fall review) or **May 31** (spring review)

Part-time Instructor: _____

Semester: _____

Department: _____

Course(s): _____

Course Format: Live Online IAV Hybrid

Yes	No	N/A
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OBSERVATION (completed by November 30 or April 30)

Date of observation: _____

Content Presentation

Course/Class presentation is well organized	<input type="checkbox"/>				
Uses multiple techniques to present material	<input type="checkbox"/>				
Uses ongoing feedback and review techniques to ensure student understanding	<input type="checkbox"/>				
Course materials support the course/class learning outcomes	<input type="checkbox"/>				
Presents material as identified in the learning outcomes/objectives	<input type="checkbox"/>				
Demonstrates relevant teaching strategies	<input type="checkbox"/>				

Student Engagement and Participation

Learning activities provide opportunities for interaction for active learning	<input type="checkbox"/>				
Learning activities promote the achievement of the stated learning outcomes	<input type="checkbox"/>				
Etiquette expectations for course communication are adhered to for class discussions, email, peer and instructor interactions, etc.	<input type="checkbox"/>				
Responds to student questions and challenges	<input type="checkbox"/>				

INSTRUCTIONAL DESIGN (completed during observation phase)

Course Syllabus

Syllabus has all the applicable elements in GBC Syllabus Guidelines	<input type="checkbox"/>				
Syllabus contains the learning outcomes and measurements	<input type="checkbox"/>				
Syllabus contains method of instruction	<input type="checkbox"/>				
Syllabus contains grading criteria	<input type="checkbox"/>				
Syllabus contains general education criteria (if applicable)	<input type="checkbox"/>				
Syllabus is available at beginning of course	<input type="checkbox"/>				

Course Materials and Curriculum Development

Instructional and course materials are relevant	<input type="checkbox"/>				
Instructional and course materials meet learning outcomes	<input type="checkbox"/>				
Assessment tools measure learning outcomes	<input type="checkbox"/>				

Observation feedback, comments, or areas of improvement:

INSTRUCTIONAL MANAGEMENT AND COORDINATION (completed semester following observation)			
Record and maintain complete and accurate records of student grading and achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students provided IDEA form or approved class rating survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final grades submitted and approved by required date using student records system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to all GBC and NSHE policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to all established timelines for instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to college related email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates and cooperates with affiliated department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DEPARTMENT CHAIR OR DESIGNEE REVIEW (completed semester following observation)

Mean of Means Calculations = ___ Evaluation Kit Instructor & Course Score ___ Student Score

Overall Performance Review Rating: Satisfactory Unsatisfactory

Department Chair or designee comments:

PART-TIME INSTRUCTOR COMMENTS (completed during/after formal conference)

Reflect upon your strengths and weaknesses:

How can GBC help you with your teaching?

Provide other comments, as necessary:

Part-time Instructor Signature: _____

Date: _____

Dept. Chair or designee Signature: _____

Date: _____

Dean's Signature: _____

Date: _____