

EVALUATION CHECKLIST FOR REGULAR PART-TIME FACULTY

The Collective Bargaining Agreement between the University and the Service Employees International Union, Local 500 calls for the evaluation of all part-time faculty. The procedures below are a synopsis of the comprehensive evaluation process for regular part-time faculty.

| Classroom Observation Checklist | |
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| A. | Pre-observation Preparation |
| | This is a series of discussions between the evaluator and faculty member to set the stage for a meaningful classroom observation. |
| | 1. Evaluator and faculty member schedule a pre-observation meeting/discussion. |
| | 2. Evaluator and faculty member select a two-week period in which the observation will take place. |
| | 3. Faculty member provides the evaluator copies of relevant course materials, a current syllabus and any other pertinent materials or information. |
| | 4. Evaluator provides the faculty member with a copy of the Classroom Observation Form as a reference. |
| | 5. Evaluator completes the Syllabus Review Form. |
| B. | Observation Guidelines |
| | The evaluator may observe at least one scheduled class taught by the Faculty Member during the two-week period. The evaluator may attend additional class sessions at their discretion. On the day of the observation, the evaluator: |
| | 1. Arrives early to minimize disruption |
| | 2. Finds an appropriate vantage point in the room |
| | 3. Does not in any way interfere with the conduct of class operations |
| | 4. Uses an open mind and the observation form to guide the process |
| C. | Post-observation Follow-up |
| | 1. Within four (4) weeks following the observation, the evaluator prepares a written evaluation report, available to the faculty member. |
| | 2. Upon request of the evaluator or the faculty member, the evaluator meets with the faculty member within two (2) weeks of the faculty member's receipt of the evaluation to discuss the report. |
| | 3. The faculty member may submit a written response to the evaluation within three (3) weeks of the faculty member's receipt of the evaluation. |
| | 4. The evaluator will review the faculty member's response and decide whether to maintain the original evaluation, modify the evaluation, or require a new observation and/or a new evaluation. |
| D. | Documentation Maintenance |
| | 1. The faculty member's written response must be maintained as part of the evaluation materials. |
| | 2. The Department will maintain all evaluation materials in a confidential manner to the extent consistent with University guidelines. |