

GUIDELINES FOR REGULAR PART-TIME FACULTY EVALUATION

Purpose

The Collective Bargaining Agreement between the University and the Service Employees International Union, Local 500 (CBA) recognizes that the intent of evaluation is to support excellence in teaching and adherence to academic and professional standards. (Article VIII) It requires that all part-time faculty be evaluated on a regular basis. Under the CBA, regular part-time faculty must receive a comprehensive evaluation every three years of appointment. The purpose of these guidelines is to provide general procedures and tools for the evaluation of regular part-time faculty as defined in Article VIII, Sections C and D of the CBA.

Evaluation: General Guidelines¹

Generally, the CBA stipulates that student course evaluations must be conducted for each course taught by a part-time faculty member. In addition, the CBA stipulates that each part-time faculty member must receive a supplemental evaluation (a review of student course evaluations and feedback) once every two academic years of appointment. However, the CBA requires that regular part-time faculty must receive a comprehensive evaluation at least once every three academic years of appointment. This comprehensive evaluation replaces the biennial evaluation if they are both due in the same year.

The evaluation process for regular part-time faculty entails:

- A review of all student course evaluations and feedback for the three years under review
- One or more classroom observations (using the Classroom Observation Form)
- A review of the syllabus for the course(s) to be observed (using the Syllabus Checklist)
- An examination of relevant course materials provided in advance of the evaluation by the faculty member
- A review of other duties as reflected in the letter of appointment or in written School, Department, or Program standards
- A written evaluation report prepared by the evaluator

evaluation may be conducted by the Department Chair or Program Director, or an appropriate full-time faculty designee. Evaluations in courses using special teaching methodologies, such as distance learning courses, may encompass the factors listed above, and others as appropriate, to the extent practicable.

¹Faculty who are compensated by the course may request this evaluation once every six (6) semesters of appointment. (Per CBA at Article VIII.D.2) The department should make reasonable efforts to conduct the evaluation in the same semester requested if the request is made during the first two weeks of classes. Otherwise, the evaluation may be delayed until the following semester of appointment, if any.

At the beginning of the semester designated for an evaluation, the Department Chair notifies the faculty member of the pending review and the designated evaluator. Planning the evaluation process may require at least two meetings involving the evaluator and the relevant faculty member. The evaluator arranges a preliminary meeting to discuss the evaluation process, provide copies of these guidelines and tools, and to answer the faculty member's questions about the process. The guidelines for a subsequent meeting are outlined below.

Classroom Observations

A major component of the comprehensive evaluation process is a classroom observation. Consistent with the CBA, the classroom visit shall be conducted during a period in which instruction is taking place, and for a length of time reasonably necessary to observe a faculty member's teaching skills and methodologies.

The evaluator works with the faculty member to identify which one of the faculty member's courses to observe and to schedule a two-week window during which the classroom observation will occur. Scheduling an observation in advance allows both the evaluator and the instructor to adequately prepare for the observation, ensures actual instruction will take place and minimizes classroom disruptions.

Pre-Observation Meeting. Prior to the classroom observation, the evaluator meets with the faculty member to discuss the observation and to review the relevant syllabus. Before the meeting, the evaluator will review the syllabus, complete the Syllabus Review form, and become familiar with the items on the Classroom Observation Form. The evaluator will obtain information from the faculty member about his/her class goals, teaching style or teaching method, students in the course, relevant course materials and what, if anything, the faculty member would like the observer to focus on during the class session. The evaluator shall give consideration to all relevant material provided by the faculty member in advance of the classroom observation. Additionally, the evaluator and the faculty member will review the syllabus together to better understand what students are expected to learn from the class session. The evaluator will confirm the observation details, such as, class, start time, location and any special considerations.

Classroom Observation Form. The Classroom Observation Form contains specific areas for review and consideration during the classroom visit. Specifically, it requests that the evaluator analyze the faculty member's classroom conduct using a scale of yes, yes with qualification, no, no with qualification, in the areas of Organization and Preparation, Instructional Delivery/Presentation, and Rapport and Interaction with Students. If the evaluator chooses to rate either "yes with qualification" or "no with qualification" for any item, the evaluator will provide comments regarding those qualifications in the designated area of the form. All evaluators must complete the Classroom Observation Form based on the classroom visit. If there are subject areas not included in the Classroom Observation Form that a department feels necessary to consider and review, the department may supplement the Classroom Observation Form with additional classroom observation categories/questions.

Classroom Observation. On the day of the observation, the evaluator should arrive well before the class begins and sit in a location that minimizes his/her presence and disruption to the class. During the observation, the evaluator should take notes with the elements of the Classroom Observation Form in mind or make notations on the Classroom Observation Form with the intent of completing the form within one (1) week of the classroom observation. In addition, the evaluator should avoid interference with class operations.

If the faculty member's classroom performance raises concerns that require immediate attention, the evaluator should discuss these concerns with the department chair promptly. As appropriate, the Department Chair should notify the faculty member of the reported concerns and work with the faculty member (and evaluator, as appropriate) to address them.

Evaluator's Report

In keeping with the CBA, within four (4) weeks of the classroom observation, the evaluator must prepare a written evaluation report. The report should contain:

- A review of student course evaluations
- A review of the syllabus for the course(s) observed (with the Syllabus Review Form attached)
- A summary of the classroom observation, including when and where it took place, which course was observed, what materials/information were considered, and what was observed (with the Classroom Observation Form attached)
- A review of other duties reflected in the letter of appointment

A copy of the report must be maintained in appropriate department files and made available to the faculty member.

Evaluation Meeting

At the evaluator's or faculty member's request, the evaluator will meet with the faculty member in a timely manner to discuss the evaluation. At this meeting, the evaluator is encouraged to speak first and to highlight the positive aspects of the class session to ensure they are recognized in the meeting.

Faculty Member's Response to Evaluation

Consistent with the CBA, the faculty member may submit a written response to the evaluation within three (3) weeks of the receipt of the evaluation. The evaluator must review the response and decide whether to maintain the original evaluation, modify the evaluation, or require a new classroom observation and evaluation. In any event, the faculty member's written response must be maintained as part of the evaluation materials.

Record Keeping Guidelines

The Department must maintain all evaluation materials in a confidential manner, in keeping with University policies and procedures.

Summary

The intent of evaluation is to support excellence in teaching and adherence to academic and professional standards. Please contact Debra Churos or dchuros@gwu.edu with any questions.