

Learning Lab Evaluation Procedure for Non-Tenured Full-time Faculty and Visiting Lecturers

1. Non-tenured Full-time Learning Lab Specialists (Rank V and above) and Visiting Lecturers will be evaluated at least once a year during the first three years of service at this level in the Learning Lab to:
 - a. Advise and guide a faculty member to adjust, modify, and improve the effectiveness of his/her teaching strategies, sensitivity to student academic needs and learning styles, and when appropriate, to better assist students attending Lab Classes, Workshops, and Study Groups.
 - b. Help decide if faculty member should be renewed. **(Faculty member must receive one positive evaluation for each of the first three years of service to be considered for renewal.)**

2. The Non-tenured FT or VL faculty member will be evaluated accordingly:
 - a. The Department Chair or his/her Full-time delegate will make arrangements to observe a group session. The first observation should be scheduled prior to the tenth week of the first semester using the CLASSROOM OBSERVATION/TUTORIAL FORM.
 - b. If the Department Chair or his/her delegate feels the instructor's **first evaluation is satisfactory**, then a second observation will be arranged during the second year in the Learning Lab. If the **second evaluation is also satisfactory**, a **third evaluation** will be scheduled for the third year. If the **third evaluation is satisfactory**, the instructor will be considered for renewal.
 - c. In the case where an **unsatisfactory evaluation** occurs, a second observation will be arranged the next semester. A **second unsatisfactory evaluation** in the same year will constitute a cause not to rehire since three consecutive positive evaluations cannot occur. After the first year but "[I]n subsequent years prior to attaining tenure, a non-tenured Employee shall not be denied

renewal without cause which shall be stated in writing if the Employee so requests in writing within fifteen (15) working days of notice. If the cause is questioned, the matter shall be processed through the grievance procedure, Article XXII.”

- d. Following each observation, the observer will meet with the instructor to review the observation, using the evaluation form as a guide.
- e. The original observation form will be signed by the instructor and observer, collected by the Department Chair, and placed in the instructor’s folder in the Learning Lab Department. The instructor will receive a copy of the evaluation.
- f. Once the faculty member is tenured, he/she will follow the **Learning Lab Department Guidelines for Evaluation by Tenured Faculty**.

Note: At any time after the first year of service, a Non-tenured Faculty Member or Visiting Lecturer has the option of completing a self-evaluation. (See **Learning Lab Department Guidelines for Evaluation by Tenured Faculty**.)

None of these guidelines for evaluation shall in any way infringe on, contravene, or abridge any of the provisions of the **Collective Bargaining Agreement** of the full-time faculty or Visiting Lecturers with Community College of Philadelphia.

It is the prerogative of the Department Chair to observe Lab activities at any time.