

Learning Lab Evaluation Procedure for Part-time Faculty

1. A part-time faculty member must be observed and evaluated during the first semester of employment in the Learning Lab to ...
 - a) Give the faculty member advice and guidance so that he/she can, if necessary, adjust, modify, and improve the effectiveness of his/her teaching strategies, sensitivity to student academic needs and learning styles, and better assist students attending Lab Classes, Workshops, and Study Groups by developing a sound pedagogy.
 - b) Help decide if the faculty member should be re-hired.
2. The part-time faculty will be evaluated according to this procedure:
 - a) During the first semester, a full-time faculty member or the Department Chair will make arrangements to observe a group session. The first observation should be scheduled prior to the tenth week of the semester. (See the enclosed Classroom/Tutorial Observation Form and procedures.)
 - b) If the observer feels that the instructor is satisfactory, then another observation will be arranged by a different observer during the second or third semester the instructor works in the Learning Lab.
 - c) Following the first observation, the observer will meet with the part-time instructor to review the observation, using the observation evaluation form as a guide.
 - d) If the first evaluation is unsatisfactory, a second observation will be conducted by a different observer. Again, this will be followed by a meeting with the part-time instructor. This step should be **completed** during the same semester.
 - e) A second unsatisfactory evaluation will constitute a cause not to rehire.
 - f) If either of the observers feels that the instructor is satisfactory, then the instructor will be informed, and will be observed a third time during the next semester. (If the first observation is satisfactory, and the second observation is unsatisfactory, then the instructor will be informed, and will be observed a third time during the next semester. In either case, observations may continue

until the instructor's performance is deemed satisfactory or a decision is made not to rehire.

- g) The original observation form(s) will be signed by the instructor and observer, collected by the department chair, and filed in the instructor's folder. A copy will be given to the instructor.

Note: At any time after the first year of service, a Part-time Faculty Member 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 part-time faculty with Community College of Philadelphia.

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