

Learning Lab Department Guidelines for Evaluation by Tenured Faculty

1. Learning Lab Tenured Faculty will complete an evaluation at least once every three years for the purpose of reflection, self-improvement, or as needed by the faculty member.
 - a. A faculty member shall invite a faculty colleague to observe a Lab class, workshop, and/or tutorial session to solicit a **peer evaluation** to determine the effectiveness of his/her teaching strategies and sensitivity to student academic needs and learning styles.
 - Peer observation may be arranged prior to the tenth week of the semester
 - Use Classroom/Tutorial Observation Form
 - Indicate Full-time faculty on form
 - Indicate Lab class, workshop, or tutorial session on form
 - If peer observation is unsatisfactory, the form should be reviewed, peer observer should make recommendations for improvement, and arrange another peer observation as soon as possible, preferably the same semester.
 - If peer observation is satisfactory, the form should be reviewed by instructor and observer as soon as possible after observation
 - Observation form should be signed by instructor and observer and placed in instructor's folder in filing cabinet in Department Chair's office
 - b. A faculty member may describe, in the form of a **self-evaluation**, Lab and College-wide activities and duties in which he/she has participated that demonstrate effective teaching, student learning, a sound pedagogy, and sensitivity to student needs.

- c. A faculty member may incorporate comments from **student evaluations** of Lab classes, workshops, and tutorials he/she has taught demonstrating effective teaching, student learning, a sound pedagogy, and sensitivity to student needs.
2. The completed evaluation shall be submitted to the Lab department head for filing; the evaluation will be kept in individual closed files – the files shall be opened only to the faculty member concerned and the lab department head. As provided for in the Full-Time Faculty Contract (V.B.2), “this material shall be filed within the Department and shall be accessible at the Administrative level to the Dean only, for the sole purpose of evaluating the Department head in the performance of his/her duties as such.”
3. In the event that a faculty member does not submit an evaluation within the three year period, the Lab department head shall address a memo informing the concerned faculty member of the non-receipt of an evaluation and place a copy of that memo in the concerned faculty member’s evaluation file until receipt of the evaluation.
4. 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 with Community College of Philadelphia.