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.