



Date: March 14, 2022

To: <Name>

From: Robert Curry, Ph.D.
Associate Superintendent/Vice President, Academic Affairs

Subject: Part-time Faculty Evaluation Spring 2022

I hope you have been enjoying a successful semester. It is now time to schedule your evaluation. First time bargaining unit members with credit assignments greater than 0.10 will be evaluated during each of their first two assignment periods. Following the first two assignment period evaluations, faculty will be evaluated on a three-year cycle, in accordance with Article 13 of the Part-Time Faculty Agreement. Your Classroom/Worksite Observation will be done by <evaluator> for your assignment in <course title>, </CRN>. You may contact <evaluator> via email at <email> or by phone (805) 922-6966 ext. <extension>.

The components of the evaluation process for part-time instructors include: self-evaluation, student evaluations, classroom/worksite observation, administrative evaluation, and the final report.

- Self-Evaluation – The self-evaluation is designed to assist you in accomplishing a thorough review of those aspects of teaching which you feel are significant. **This is due to your dean, <name> by April 15, 2022.** You may send it electronically to <dean's email>.
- Syllabus – Provide a copy of your syllabus (refer to the Syllabus and Materials Checklist) **to your department administrative assistant, <name>**. You may send it electronically to <email>.
- Portfolio – This is not a required step in the evaluation process, but it is suggested that you submit a portfolio. Portfolios will contribute greatly to your ranking scores and should be up-to-date and current (they should not be historical or archival). Portfolios should demonstrate recent instructional and professional practices that contribute to your growth and competency as an instructor. **This is due to your dean by April 15, 2022.**
- Student Evaluations – The student evaluations will take place **March 7 – April 8, 2022.** District approved questionnaires are used, and you are required to respond to the evaluations within seven (7) business days after receipt of the results. Your dean's office will distribute a printout of the student evaluations' report to you.
 - **Instructional Faculty, Santa Maria Campus:** You will need to have a student designee pick up the evaluation forms from your department secretary (day classes). Have the student return the completed evaluations to your department secretary. If you are an evening instructor, you will need to have a student designee pick up the evaluation folders from the evening secretary in Building C. Once completed, the student will return the evaluations to evening secretary before 7:30 p.m. Monday-Thursday.
 - **Instructional Faculty, Lompoc Valley Center:** You will need to have a student designee pick up the evaluation folders from the coordinator, Christine Grelck, in 2-116 (day

classes). Have the student return the completed evaluations to the coordinator. For classes after 4 p.m. in Lompoc, the evaluator will administer the student evaluations.

- **Instructional Faculty, Federal Correctional Institution (FCI/USP):** Your faculty evaluator will administer the student evaluations on the same evening as your in-class observation. Faculty evaluators should contact Christine Grelck for access to the prison.
 - **Online, OnlineLive, Hybrid, Flexible Hybrid or Distance Learning Courses:** Academic Affairs will email your students the student evaluation survey to complete online.
 - **Service and Lab Faculty:** Please make arrangements with your department chair and/or dean to administer and collect completed student evaluation forms within the scheduled dates.
- **Classroom/Worksite Observations** – The purpose of the observation is to evaluate your planning, preparation, delivery and effectiveness (see Classroom/Worksite Observation Evaluation Rubric). The evaluator has been appointed by the department chair or district designee. If you object to the selected evaluator, you may submit the names of three (3) proposed alternates to the department chair. Observations will be performed by the evaluator within the scheduled dates of **April 18 – May 6, 2022**.
 - **Administrative Evaluation** – Other factors that will be considered include your professional growth, workplace contributions, and optional portfolio which showcase achievements not readily observable (see Administrative Evaluation Rubric).
 - **Final Report** – Upon completion of all evaluation components, the appropriate administrator or district designee shall complete a final report based on the information gathered throughout the evaluation process. Your dean will contact you to review and sign the Part-time Faculty Final Evaluation Report.

NOTE: All forms are available on the myHancock employee portal under “Employee Resources/HR/Evaluations” and must be typed or completed electronically; no hand-written forms will be accepted.

If you have any questions regarding the process, please contact your dean.