POLICY AND PROCEDURE

Title:	**PART-TIME INSTRUCTOR PERFORMANCE REVIEW**
Policy No.:	**5.25**
Department:	**Academic Affairs**
Contact:	**Vice-President for Academic Affairs**

Policy

Following Northwest Commission on Colleges and Universities accreditation requirements, all part-time instructors shall be evaluated the first semester of instruction and every 5th year thereafter or as deemed necessary.

The performance review process has been developed to mentor and develop part-time instructors to encourage and improve teaching strategies by providing feedback from full-time teaching faculty. Completion of the process described here does not provide any assurances of continued employment beyond those stated in individual letters of appointments.

Part-time instructors at GBC are assigned to teach specific courses on an as-needed basis as determined by academic departments. All part-time instructors are required to prepare clear course syllabi that include the learning outcomes of the course and other specifications of Great Basin College, manage their courses in an effective manner in line with GBC guidelines, and assess their students in accordance with the stated objectives of the course.

All part-time instructors must adhere to all GBC policies and guidelines in the delivery of course material and in the assessment of students and the classes being taught. Responsibilities may vary with department and specific courses, and the requirements of the departments must be followed. General responsibilities include the following:

- Create a course syllabus that addresses the requirements of the college and the department for each class taught; syllabus must be complete and available when the class is first open to the students.
- Communicate clearly the expectations of students at the beginning of each class taught.
- Engage students in meaningful and valuable educational experiences.
- Maintain complete and accurate records of student achievements and grades.
- Provide students with the appropriate course rating survey ~~that is to be completed and submitted to the appropriate GBC staff personnel.~~
- Submit final grades for each class by the specified date.
- Adhere to all requirements for student privacy (FERPA).
- Adhere to all established timelines for instruction.
- Utilize the student records system and the GBC email system effectively.
- Communicate regularly with affiliated department in the required formats.

Procedures

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1. **Procedures during semester of review**
   1. The Department Chair shall be notified of which part-time instructors are subject to performance review by October 1 (fall semester) or February 1 (spring semester).
   2. Department Chair or designee will notify part-time instructor of the performance review process and schedule observation. Observations must be completed by November 30 (fall semester) or April 30 (spring semester).

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3. Part-time instructor shall provide syllabus and requested course materials to Department Chair or designee before scheduled observation. If the course is an online course, permission must be granted by the part-time instructor for Department Chair or designee to access course as a Teaching Assistant.

4. Department Chair or designee shall complete the "Observation" and "Instructional Design" components of the Part-time Instructor Performance Review form during the semester of observation.

5. It is strongly recommended that the Department Chair or designee provide informal feedback to the part-time instructor following the observation. This can be an informal meeting or can be completed via email.

2. Procedures following semester of review

Department Chair or designee shall complete the "Instructional Management and Coordination" and "Department Chair or Designee Review" during this time. After the formal conference, the Part-time instructor shall complete "Part-time Instructor Comments" and return the form to Department Chair or designee. Department Chair or designee must complete the entire review process and submit to the ~~Vice President of Academic Affairs~~ Assistant to the Dean of Arts and Science by March 1 (fall review) or October 1 (spring review).

1. Department Chair or designee ensures that grades were entered in the required timeframe with the student records system.

2. Department Chair or designee reviews student ratings ~~(IDEA or other approved form)~~ and enters scores for both the ~~raw and adjusted scores from the Summary Evaluation grid on the front page of the IDEA Diagnostic Form Report~~. Instructor & Course and Student from the Mean of Means Calculations.

Mean of Means Calculations	Mean			
Instructor & Course	4.60			
Student	3.59			

3. Department Chair or designee determines overall performance review rating, based on the definitions below.

4. The Department Chair or designee holds a conference for discussion of performance review, including student ratings, with part-time instructor.

5. Part-time instructor provides written comments, signs, and returns the performance review form to Department Chair or designee.

6. Department Chair or designee reviews part-time instructor comments, addresses them as necessary and forwards the form to the ~~Vice President for Academic Affairs~~ Assistant to the Dean of Arts and Science for review and signature. Performance review process must be completed by ~~March 1~~ December 31 (fall semester) or ~~October 1~~ June 30 (spring semester).

3. Definitions of performance review categories:

Satisfactory: The instructor knows the subject matter and presents it in an understandable and orderly manner. Instructor meets or exceeds expectations of part-time instructor job description.

Unsatisfactory: The instructor has an academic understanding of the subject ~~field, but~~field but has difficulty translating that understanding into an effective classroom presentation. Does not meet the expectations of the part-time instructor job description.

Revised by Faculty Senate: May 17, 2015

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Last PC revision: August 11, 2015
Contact the assistant to the president for any questions, corrections, or additions.

PART-TIME INSTRUCTOR PERFORMANCE REVIEW

Complete review process due ~~to VPAA~~ by ~~March 1~~ Dec 31 (fall review) or ~~October 1~~ June 30 (spring review)

Part-time Instructor: _____

Semester: _____

Department: _____

Course(s): _____

Course Format: ☐ Live   ☐ Online   ☐ IAV   ☐ ~~Hybrid~~

	Yes	No	N/A
OBSERVATION (completed by November 30 or April 30)			

Date of observation: _____

Content Presentation	Yes	No	N/A
Course/Class presentation is well organized	☐	☐	☐
Uses multiple techniques to present material	☐	☐	☐
Uses ongoing feedback and review techniques to ensure student understanding			
Course materials support the course/class learning outcomes			
Presents material as identified in the learning outcomes/objectives			
Demonstrates relevant teaching strategies	☐	☐	☐

Student Engagement and Participation	Yes	No	N/A
Learning activities provide opportunities for interaction for active learning	☐	☐	☐
Learning activities promote the achievement of the stated learning outcomes	☐	☐	☐
Etiquette expectations for course communication are adhered to for class discussions, email, peer and instructor interactions, etc.	☐	☐	☐
Responds to student questions and challenges			

	Yes	No	N/A
INSTRUCTIONAL DESIGN (completed during observation phase)			

Course Syllabus	Yes	No	N/A
Syllabus has all the applicable elements in GBC Syllabus Guidelines			
Syllabus contains the learning outcomes and measurements	☐	☐	☐
Syllabus contains method of instruction	☐	☐	☐
Syllabus contains grading criteria	☐	☐	☐
Syllabus contains general education criteria (if applicable)	☐	☐	☐
Syllabus is available at beginning of course	☐	☐	☐

Course Materials and Curriculum Development	Yes	No	N/A
Instructional and course materials are relevant	☐	☐	☐
Instructional and course materials meet learning outcomes	☐	☐	☐
Assessment tools measure learning outcomes			

Observation feedback, comments, or areas of improvement:

INSTRUCTIONAL MANAGEMENT AND COORDINATION (completed semester following observation)			
Record and maintain complete and accurate records of student grading and achievement	☐	☐	☐
Students provided ~~IDEA form~~ EvaluationKIT link or approved class rating survey	☐	☐	☐
Final grades submitted and approved by required date using student records system	☐	☐	☐
Adheres to all GBC and NSHE policies and procedures	☐	☐	☐
Adheres to all established timelines for instruction			
Responds to college related email			
Communicates and cooperates with affiliated department			

DEPARTMENT CHAIR OR DESIGNEE REVIEW (completed semester following observation)

_____ ~~IDEA Raw Score~~   _____ ~~IDEA Adjusted Score or Alternative Student Rating Form~~

EvaluationKIT Mean of Means Calculation. Instructor & Course and Student _____

Overall Performance Review Rating: ☐ **Satisfactory**   ☐ **Unsatisfactory**

Department Chair or designee comments:

[ ]

PART-TIME INSTRUCTOR COMMENTS (completed during/after formal conference)

Reflect upon your strengths and weaknesses:

[ ]

How can GBC help you with your teaching?

[ ]

Provide other comments, as necessary:

[ ]

Part-time Instructor Signature:_____   Date: _____

 Dept. Chair or designee Signature: _____   Date: _____

Dean/Director Signature:_____   Date: _____