**Noncredit Part-Time Faculty**

**Evaluation Process**

Noncredit instructional faculty are evaluated in the first or second semester of employment. If the evaluation is satisfactory, faculty are then evaluated once every six semesters after that. Noncredit faculty are evaluated by their Dean, Director, Division Chair, or faculty peer designee in three performance areas: Assessment of Instruction, Interaction with Students, and Professional & Divisional Responsibilities. The evaluation consists of the following components.

Self-evaluation – This form is designed to help you reflect on your teaching strengths and identify areas for growth.

Student evaluations – Students in your class(es) are asked to complete a district-approved student evaluation form either in person or online.

Classroom observation – The purpose of the observation is to evaluate your planning, preparation, delivery, and effectiveness as an instructor. You will agree on an observation date with your evaluator, and you are encouraged to complete a Classroom Visitation Form that outlines the lesson that will be observed. Please also provide your evaluator with example materials and sample graded student work if applicable.

Final Report – Upon completion of all evaluation components, your evaluator will write a final report based on the information gathered throughout the evaluation process. You will meet with your evaluator to discuss your report.

*Note:* All forms should be typed or completed electronically.