

Process: Part-Time Faculty Evaluation

Overview of

Purpose: The Part-Time Faculty Evaluation process is designed to ensure quality of instruction at CNM by providing meaningful and useful feedback to instructional personnel.

Coordination: The Part-time Faculty Evaluation Process will be coordinated by the Academic Affairs Specialist (or designee) in the academic school.

Beginning of Process:

Associate Dean Team will revise documents (Part-time Faculty Evaluation Instructions) and post to the Academic Affairs Key Processes website annually, as needed.

End of Process: Academic Affairs Specialist (or designee) submits final copies to Human Resources, school personnel files, and faculty members.

Appendices:

- A. Part-time Faculty Evaluation Instructions
- B. Part-time Faculty Expectations

Forms:

- A. Part-time Faculty Evaluation Form

Process:

1. Associate Dean Team will revise documents (Part-time Faculty Evaluation Instructions) and post to the Academic Affairs Key Processes website annually, as needed
2. Academic Affairs Specialist (or designee) will identify annually which faculty will be evaluated and send an email with links to the form to include a deadline (TBD by Associate Dean Team)
3. Faculty will submit documents to Academic Affairs Specialist (or designee) who will track them and send periodic email reminders
4. Academic Affairs Specialist (or designee) will compile documents (student evaluation summary, classroom observation(s), evaluation packet) for Associate Deans
5. Associate Deans review documents and provide feedback
6. Academic Affairs Specialist (or designee) archives and returns documents to faculty; schedules appointments with faculty as needed
7. Academic Affairs Specialist (or designee) will track all documents and update faculty dates of review
8. Academic Affairs Specialist (or designee) submits final copies to Human Resources, school personnel files, and faculty members.

Review

Associate Deans review documents and provide feedback.

Form Distribution

Academic Affairs Specialist (or designee) submits final copies to Human Resources, school personnel files, and faculty members.

End of Process

Academic Schools will maintain a database to ensure PT faculty evaluations are tracked and completed every 3 years.