

Part-Time Faculty Evaluation Instructions

Introduction:

The Part-Time Faculty Evaluation procedure is designed to ensure quality of instruction at CNM by providing meaningful and useful feedback to instructional personnel. The following criteria reflect the minimum requirements of evaluation. An academic school may choose to increase frequency or elements.

INSTRUCTIONS:

1. The following is a list of the documents to be attached and the forms to be completed for the PT Faculty Evaluation.
 - a. Course Evaluation Summaries
 - b. Classroom observation(s)
 - c. **SECTION I: Professional / Instructional Expectations** – Faculty should complete this as a self-evaluation. The checklist will be completed every three (3) years along with the classroom observation.
 - d. **SECTION II: Goal Setting/Professional Development** – Faculty will identify goals and professional development each evaluation period.
2. Please complete the evaluation and submit to the academic school Academic Affairs Specialist (or designee) by the date requested.
3. The Academic Affairs Specialist (or designee) will notify the faculty member once the evaluation has been completed by the Associate Dean.
4. Faculty or Associate Dean may request a conference to discuss the evaluation by contacting the Academic Affairs Specialist (or designee).

Notes :

Part-time evaluation documents will be filed accordingly:

- Original will be sent to HR for filing in the official personnel file
- Copy will remain in academic school personnel file
- Copy to faculty member