

NUNEZ COMMUNITY COLLEGE

Timeline, policy, and procedures for faculty evaluations

1. Supervisor/designee will meet with faculty within the first two weeks of class.
2. Each faculty member will be evaluated at least once annually (fiscal year). Management Board policy indicates that in order to be eligible for merit consideration an individual must have had an evaluation within the last 12 months.
3. New full-time faculty members will be evaluated during their first and second semesters.
4. Adjunct faculty will be evaluated every semester (excludes overloads of full-time faculty) Adjunct faculty who earn an outstanding rating may be considered for a waiver in alternate consecutive semesters.
5. As in the past, casual observation and drop-ins will be initiated at the start of the semester or contract start date.
6. Typical fall semester schedule for both adjunct and new full-time.
At least one formal visit will be performed after the first six weeks of classes have been completed. The report will be completed before final exam week, and available to the instructor at the time of checkout.
7. Typical spring semester schedule (recurring full-time)
At least one formal visit will be performed after the first six weeks of classes have been completed, but in sufficient time for the report to be available to the Promotions Committee and to the instructor at the time of checkout.
8. Unless extenuating circumstances arise, evaluations will not be conducted during summer session or other mini sessions.
9. Student evaluations of faculty will be done each regular semester shortly after the 6th week of class. The supervisor will factor those outcomes in to the overall evaluation.