

## **One Year & Adjunct Faculty Evaluations: Documenting Procedures**

### **Documenting evaluations for faculty serving in adjunct positions**

Article 706 in the 2018-2021 HCEA contract describes the process for part-time faculty evaluation. The purpose of this instructional policy is to describe the process for documenting evaluations for part-time faculty across divisions.

- The Director of Budget and Planning maintains a record of all part-time faculty, including the dates when they are due for evaluation.
- Department Coordinators will inform the Director of Budget and Planning when evaluations of part-time faculty have been completed.
- The Director of Budget and Planning will maintain a spreadsheet documenting completion of part-time faculty evaluations, organized by department and based on the required elements and timing described in the HCEA contract.
- Department Coordinators will maintain Coordinator evaluations for three years and raw data from student evaluations for one year as stipulated in Article 706.3 in the HCEA contract.
- In the event of a coordinator change, evaluation records will be shared with the incoming coordinator.

### **Documenting evaluations for faculty serving in one-year positions**

Article 201.3.4 of the 2018-2021 HCEA contract describes the process for one-year faculty evaluation. The purpose of this instructional policy is to describe the process for documenting evaluations across divisions.

- The Director of Budget and Planning maintains a record of all one-year faculty.
- Division Chairs will inform the Director of Budget and Planning when evaluations of one-year faculty have been completed.
- Per the 2018-2021 HCEA contract, a summary of the student evaluations, the class visit, and the written peer evaluation completed by the coordinator or designee will be shared with the instructor, and copies will be retained by the Division Chair and the VPAA for up to one year, as long as the person is employed by as a faculty member at Highline College.

*Approved by Instruction Cabinet 9/21/2020*