

GRCC Adjunct Evaluation Process

Philosophy

GRCC values quality and effective teaching. Academic leaders recognize the need to:

- Identify and reinforce good teaching practices *because of the demonstrated impact on student learning*
- Encourage continuous professional development and life-long learning
- Support reflective practice
- Provide opportunities for professional development
- Be accountable to our stakeholders by documenting adherence to institutional academic standards and applicable accreditation criteria

The adjunct evaluation process builds on the adjunct faculty members' strengths and will provide a working data base that will document ongoing teaching contributions to GRCC's mission. The process is designed to consider 'the question of teaching' through a systematic and structured but flexible enough 'conversation' between the observer and the adjunct faculty with emphasis on learning from each other, on looking for alternative solutions to possible problems, and on discovering new ways to do things, *as well as the institutional commitment to continuous quality improvement of the academic area*. Adjunct faculty include not only classroom faculty for credit-based programming, but also librarians, counselors, and faculty in non-credit programming.

We believe the process will help foster growth for the adjunct faculty and result in a better educational environment for our students.

Adjunct faculty do not have a tenure and promotion system. They do not have specific titles or hold ranks. All adjunct faculty members have the title of "Instructor."

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- 1. Every new adjunct will be evaluated in the first semester they are hired (Fall, Winter or Summer).**
 - 2. New adjuncts that have had no *college* teaching experience or less than two semesters will be evaluated by the Associate Dean of Faculty Hiring and Evaluation.**
 - 3. All adjuncts will be evaluated a minimum of once every three years.**
 - 4. All adjuncts evaluated will receive written feedback in a timely manner and will be asked to respond via email or meet with the observer to discuss the evaluation in a timely manner.**

5. Evaluations will identify and reinforce good practices and will encourage areas for development if any.
6. Evaluators will:
 - a. Be academic administrators who have classroom teaching experience, current full-time faculty at GRCC, or adjunct faculty at GRCC who have taught more than five years.
 - b. Undergo training as determined by the administration.
 - c. Suggest professional development opportunities, including CTE offerings, to adjuncts as appropriate.
 - d. Inform the CTE of trends in professional development needs among adjuncts observed so that CTE may develop appropriate programming.
 - e. Purposefully connect adjunct faculty members to other faculty members and to institutional resources and follow up on any issues raised by the adjunct faculty member
 - f. Provide an end-of-semester findings report to the Director of the Center for Teaching Excellence
 - g. Refer any concerns to the AD of Faculty Hiring and Evaluation
 - h. Demonstrate a high level professionalism and respect
 - i. Full-time faculty are encouraged to be observers and to include this as meeting their College Service requirements for their own Evaluation Process
7. All adjuncts' classes every semester will be evaluated by students. Results of evaluations, both quantitative and qualitative (written comments), will be shared with the adjunct faculty member's Department Head/Program Director and Associate Dean for Faculty Evaluation and Hiring.
8. Information from an evaluation from observer and reflection from adjunct shall be available for the next evaluation, regardless of who the observer was.
9. Deans' Council will receive a yearly report of aggregated data from observations. This report will not include individual faculty names or issues. It is intended for Administration to improve support for and development of adjunct faculty as a group.
10. IRP will design and administer an evaluation of the process in a timely manner.
11. For part-time/adjunct faculty, regular evaluations can be used for the decision whether to rehire the individual for similar courses, professional duties, or full-time employment. Any concern raised from an evaluation will be discussed in a timely manner with the part-time/adjunct faculty member, if he/she requests.

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March 13, 2013

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