

Section A

Recommendation One

Recommendation One: Evaluation of part-time faculty

While the committee found evidence that full time faculty are evaluated in a manner that meets Policy 4.1, this practice does not consistently extend to the part time faculty. The Committee recommends that the College implement evaluation of part-time faculty throughout the college at least once within each five year period of service and that the evaluation consistently employ multiple indices. (Policy 4.1)

—NWCCU Comprehensive Evaluation, Lane Community College, October 6-8, 2004

Lane is compliant with Policy 4.1. When Lane conducted its self-study in 2004, individual departments performed and tracked part-time faculty evaluations independently, using multiple indices and a standardized protocol for evaluating part-time faculty. However, there was no centralized mechanism to track and monitor evaluations. In response to the NWCCU recommendation, Lane's Office of Academic and Student Affairs developed centralized systems for tracking and monitoring formal, consistent evaluations of part-time faculty.¹

All faculty complete a "substantive performance evaluation" using multiple indices² under institutional procedures appropriate to their status at the College. The primary evaluation type is a developmental evaluation for contracted faculty, initiated by time of service. Part-time faculty members are evaluated using multiple indices. Corrective evaluations for contracted faculty members and a "corrective opportunity" for part-time faculty members are initiated in response to indications of inadequate performance requiring significant intervention.³

Process

Lane's system defines a schedule of part-time faculty evaluation during: 1) the first term of employment, 2) a term before earning seniority, usually during the seventh term of employment if within a three-year period, and 3) every fifth year thereafter.

Division offices maintain completed full- and part-time faculty evaluation schedules and tracking reports, and a grid showing the schedule for all full- and part-time evaluations is available in Appendix A.1.1: Example – Math Part-Time Evaluation Scheduling.⁴

Lane's administrative software, Banner, maintains the tracking and monitoring system, which also serves as a planning tool for projecting due dates. The Executive Deans review the reports annually. Lane fully implemented the system during 2006-07 and provides on-going training on an as-needed basis.⁵

¹ See Example--Math Part Time Evaluation Scheduling, Appendix A.1.1.

² Indices may include student course evaluations, peer observation, manager observation, self-evaluation or portfolio.

³ See LCCEA Contract: <http://www.lanec.edu/hr/documents/LCCEA11142006.pdf>.

⁴ See Example--Math Faculty Evaluation Schedules, Appendix A.1.1.

⁵ See PT Evaluation Training Packet.

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Appendices

Appendix A.1.1: Example Math Part-Time Evaluation Scheduling																
1st term evaluation completed	Eval completed the term prior to achieving seniority	Eval done in last five yrs	HireDate	EVALUATION HISTORY:					SCHEDULED FOR:							
				1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	
200840	201140												M	C	C	C
200940	201240													M	C	C
200020	200220	200440	9/1/1999	O,C	C	O,C	C	C	C	C	M	C	C	C	C	C
199020	200130	200530	9/1/1989	C	O,C	C	C	C	M	C	C	C	C	M	C	C
200820	201120												M	C	C	C
199820	200140	200140	9/1/1997	C,S	O,C	C	C	C	C	M	C	C	C	C	C	M
200840	201140												M	C	C	C
199920	200120	200120	8/11/1998	C	O,C	C	C	C	C	M	C	C	C	C	C	M
199420	200130	200130	9/1/1993	C	O,C	C	C	C	C	M	C	C	C	C	C	M
199130	200140	200140	1/1/1991	C	O,C	C	C	C	C	M	C	C	C	C	C	M
200520	200720	200520	9/17/2004						M	C	M	C	C	C	C	C
200730	201030	200730	8/14/2006								M	C	C	C	C	C
199420	200130	200130	9/1/1993	C	O,C	C	C	C	C	M	C	C	C	C	C	M
200130	200330	200140	1/1/2001		O,C	C	O,C	C	C	C	C	M	C	C	C	C
200620	200830	200620	9/12/2005								M	C	C	C	C	M
200840	201140												M	C	C	C
200420	200620	200420	9/29/2003					O,C	C	M	C	C	C	C	C	M
199940	200130	200130	3/1/1999	C	O,C	C	C	C	C	M	C	C	C	C	C	M
199120	199420	200540	10/1/1990						M	C	C	C	C	M	C	C
200920	201220													M	C	C
200940	201240													M	C	C
198920	200120	200120	9/1/1988	O,C	O,C	C	C	C	C	M	C	C	C	C	C	M
199120	200120	200120	9/1/1990		O,C	C	C	C	C	M	C	C	C	C	C	M
200330	200620	200330	1/6/2003				O,C	C	C	M	C	C	C	C	C	M
199520	200140	200140	9/1/1994	C	O,C	C	C	C	C	M	C	C	C	C	C	M
200520	200720	200520	9/17/2004						M	C	M	C	C	C	C	C
199220	200130	200530	9/1/1991	C	O,C	C	C,S	C	M	C	C	C	C	C	M	C

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Appendices

Appendix A.1.1: Example Math Part-Time Evaluation Scheduling (cont)															
1st term evaluation completed	Eval completed the term prior to achieving seniority	Eval done in last five yrs	HireDate	EVALUATION HISTORY:					SCHEDULED FOR:						
				1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011
199320	200140	200140	9/1/1992		O,C	C	C	C	C	M	C	C	C	C	M
200320	200520	200320	9/23/2002				O,C	C	M	C	C	C	C	C	M
198820	200140	200540	10/19/1987						M	C	C	C	C	C	M
199230	199530	200640	1/6/1992	O,C	C	C	O,C	C	C	M	C	C	C	C	M
200520	200720	200520	9/17/2004						M	C	M	C	C	C	C
200020	200220	200130	9/1/1999	O,C	C	O,C	C	C	C	C	M	C	C	C	C
200140	200340	200140	4/2/2001		O,C	C			C	C	C	C	C	C	M
199220	200140	200140	9/1/1991		O,C	C	O,C	C	C	C	C	M	C	C	C
200430	200630	200430	1/5/2004					O,C	C	M	C	C	C	C	M
199920	200130	200130	7/15/1998	C	O,C	C	C	C	C	M	C	M	C	C	C
199120	200440	200440	9/1/1990	O,C	O,C	O,C	O,C	O,C	C	C	C	C	C	C	M
200620	200830	200620	9/12/2005							M	C	C	C	C	M
200840	201140											M	C	C	C
200630	200840	200630	1/9/2006							M	C	C	C		
200520	200720	200520	9/1/2004						M	C	M	C	C		
200140	200340	200140	4/2/2001		O,C	C	C	O,C	C	C	C	C	FT		
199920	200140	200140	8/18/1998	C	O,C	C	C	C	C		M	C	C		
200020	200220	200120	9/1/1999	O,C	C	O,C	C	C	C	C	M	C	Retired		
200140	200320	200320	4/2/2001		O,C	C	O,C	C	C	C	C	M	FT		
200530	200730	200530	1/1/2005						O,C (CG)	C	M	C	C		
197920	200130	200130	9/1/1979		O,C	C	C	C	C	Retired					
200140	200340	200140	4/2/2001		O,C	C	O,C	C	C	C	C	M	C		
200020	200220	200120	9/1/1999	O,C	O,C	C	C	C	C	M	C	C	C		
199020	200130	200130	9/1/1989	C	O,C	C	C	C	C		M	Retired			
200020	200220	200130	9/1/1999	O,C	C	O,C	C	C	C	Retired					
200520	200740	200520	9/17/2004						M	C	M	C	C		
200840*															
200510	200810	200510	6/21/2004						O,C	C	C	C	C		
200020	200240	200140	9/1/1999	O,C	C	O,C	C	C	C	Retired					
200320	200520	200320	9/23/2002				O,C	C	Retired						

*Not Completed