

POLICY AND PROCEDURE

Title:	PART-TIME INSTRUCTOR PERFORMANCE REVIEW
Policy No.:	5.25
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

Following Northwest Commission on Colleges and Universities accreditation requirements, all part-time instructors shall be evaluated the first semester of instruction and every 5th year thereafter or as deemed necessary.

The performance review process has been developed to mentor and develop part-time instructors to encourage and improve teaching strategies by providing feedback from full-time teaching faculty. Completion of the process described here does not provide any assurances of continued employment beyond those stated in individual letters of appointments.

Part-time instructors at GBC are assigned to teach specific courses on an as-needed basis as determined by academic departments. All part-time instructors are required to prepare clear course syllabi that include the learning outcomes of the course and other specifications of Great Basin College, manage their courses in an effective manner in line with GBC guidelines, and assess their students in accordance with the stated objectives of the course.

All part-time instructors must adhere to all GBC policies and guidelines in the delivery of course material and in the assessment of students and the classes being taught. Responsibilities may vary with department and specific courses, and the requirements of the departments must be followed. General responsibilities include the following:

- Create a course syllabus that addresses the requirements of the college and the department for each class taught; syllabus must be complete and available when the class is first open to the students.
- Communicate clearly the expectations of students at the beginning of each class taught.
- Engage students in meaningful and valuable educational experiences.
- Maintain complete and accurate records of student achievements and grades.
- Provide students with the appropriate course rating survey that is to be completed and submitted to the appropriate GBC staff personnel.
- Submit final grades for each class by the specified date.
- Adhere to all requirements for student privacy (FERPA).
- Adhere to all established timelines for instruction.
- Utilize the student records system and the GBC email system effectively.
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3. Part-time instructor shall provide syllabus and requested course materials to Department Chair or designee

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