

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

3. Part-time instructor shall provide syllabus and requested course materials to Department Chair or designee

PART-TIME INSTRUCTOR PERFORMANCE REVIEW

Complete review process due to VPAA by March 1 (fall review) or October 1 (spring review)

Part-time Instructor: _____

Semester: _____

Department: _____

Course(s): _____

Course Format: Live Online IAV Hybrid

Yes	No	N/A
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OBSERVATION (completed by November 30 or April 30)

Date of observation: _____

Content Presentation

Course/Class presentation is well organized			
Uses multiple techniques to present material			
Uses ongoing feedback and review techniques to ensure student understanding			
Course materials support the course/class learning outcomes			
Presents material as identified in the learning outcomes/objectives			
Demonstrates relevant teaching strategies			

Student Engagement and Participation

Learning activities provide opportunities for interaction for active learning			
Learning activities promote the achievement of the stated learning outcomes			
Etiquette expectations for course communication are adhered to for class discussions, email, peer and instructor interactions, etc.			
Responds to student questions and challenges			

INSTRUCTIONAL DESIGN (completed during observation phase)

Course Syllabus

Syllabus has all the applicable elements in GBC Syllabus Guidelines			
Syllabus contains the learning outcomes and measurements			
Syllabus contains method of instruction			
Syllabus contains grading criteria			
Syllabus contains general education criteria (if applicable)			
Syllabus is available at beginning of course			

Course Materials and Curriculum Development

Instructional and course materials are relevant			
Instructional and course materials meet learning outcomes			
Assessment tools measure learning outcomes			

Observation feedback, comments, or areas of improvement:

INSTRUCTIONAL MANAGEMENT AND COORDINATION (completed semester following observation)

Record and maintain complete and accurate records of student grading and achievement			
Students provided IDEA form or approved class rating survey			
Final grades submitted and approved by required date using student records system			
Adheres to all GBC and NSHE policies and procedures			
Adheres to all established timelines for instruction			
Responds to college related email			
Communicates and cooperates with affiliated department			

DEPARTMENT CHAIR OR DESIGNEE REVIEW (completed semester following observation)

_____ IDEA Raw Score _____ IDEA Adjusted Score or Alternative Student Rating Form

Overall Performance Review Rating: Satisfactory Unsatisfactory

Department Chair or designee comments:

PART-TIME INSTRUCTOR COMMENTS (completed during/after formal conference)

Reflect upon your strengths and weaknesses:

How can GBC help you with your teaching?

Provide other comments, as necessary:

Part-time Instructor Signature: _____

Date: _____

Dept. Chair or designee Signature: _____

Date: _____

VPAA Signature: _____

Date: _____