

Adjunct Faculty

Peer Observation Process

[Note: Based on state regulations, College Credit Plus adjuncts (who are high school teachers) teaching off campus in their home high schools are subject to a different observation schedule.]

Frequency of Observations

- New hires are observed during 1st semester of teaching, then on the following cycle:
 - OFF two semesters (Summer not included), ON one semester
 - ⊖ Observations may occur more or less frequently as needed, based on departmental and campus needs. Reasons may include being observed at another campus, longevity of teaching experience, involvement in teaching development opportunities, or student feedback.
 - Evaluations may be conducted by a dean in lieu of any scheduled peer observation.

Observation Process

1. Faculty Coordinators will be sent a list of who needs to be observed, based on the standard observation schedule, by the 4th week of the semester.
 - a. List is compiled by Adm. Coordinator and prioritized:
 - i. Priority 1 – New adjunct faculty
 - ii. Priority 2 – All other adjunct faculty, prioritized by date of last observation, and/or as determined by department.
2. Faculty coordinator schedules observation (or designates another faculty observer approved by Dean/Associate Dean)
3. Adm. Coordinator provides Student Evaluation form packet to the Faculty Observer
4. Faculty observer conducts classroom peer observation and submits the following information to Adm. Coordinator
 - a. A Classroom Peer Observation Report (may add additional comments in Comments block later, before or after the post-observation meeting with the adjunct)
 - b. Forwards the Student Evaluation results to the Adm. Coordinator
5. Adm. Coordinator compiles Student Evaluation Summary
 - a. Records date of observation in Master Adjunct Database (college-wide tracking housed on Kweb).
 - b. Transmits to the Faculty Observer the Student Evaluation Summary for use, as appropriate, during the mentoring meeting with the adjunct.
6. Faculty observer finalizes the Classroom Peer Observation Report Summary, signs the document and forwards the summary to the adjunct's supervisor (Dean or Assoc. Dean) for signature. Subsequently, the faculty observer may hold the post-observation/peer-guidance meeting with the adjunct faculty member by the end of the semester in which the observation was held.

Dean/Assoc. Dean signs and returns to Adm. Coordinator. The Dean/Assoc. Dean may meet with the adjunct when deemed necessary or beneficial, and if so, may ask the Faculty Observer or Faculty for additional feedback.
7. Adm. Coordinator obtains signature from adjunct faculty, if not already signed.
8. A copy of the final signed report and summary of student evaluations is provided to the adjunct faculty member (cc faculty coordinator)
 - a. Original is placed in personnel file in Adjunct Services office.
9. Faculty observer submits Stipend Request to Dean's office Adm. Coordinator by the end of the semester in which the observation was held.
 - a. \$100 stipend per observation or service credits may be requested.