

Process: Part-Time Faculty Review

Overview of

Purpose: The Part-Time Faculty Review process is designed to ensure quality of instruction at CNM by providing meaningful and useful feedback to instructional personnel.

Coordination: The Part-time Faculty Review Process will be coordinated by the Administrative Coordinator (or designee) in the academic school.

Beginning of Process:

Associate Dean Team will revise documents (Part-time Faculty Review Instructions) and post to the Academic Affairs Key Processes website annually, as needed.

End of Process: Administrative coordinator (or designee) submits final copies to Human Resources, school personnel files, and faculty members.

Appendices:

- A. Part-time Faculty Review Instructions
- B. Part-time Faculty Expectations

Forms:

- A. Part-time Faculty Evaluation Form

Process:

1. Associate Dean Team will revise documents (Part-time Faculty Review Instructions) and post to the Academic Affairs Key Processes website annually, as needed
2. Administrative Coordinators (or designee) will identify annually which faculty will be reviewed and send an email with links to the form to include a deadline (TBD by Associate Dean Team)
3. Faculty will submit documents to Administrative Coordinator (or designee) who will track them and send periodic email reminders
4. Administrative Coordinator (or designee) will compile documents (student evaluation summary, classroom observation(s), review packet) for Associate Deans
5. Associate Deans review documents and provide feedback
6. Administrative Coordinator (or designee) archives and returns documents to faculty; schedules appointments with faculty as needed
7. Administrative Coordinator (or designee) will track all documents and update faculty dates of review
8. Administrative coordinator (or designee) submits final copies to Human Resources, school personnel files, and faculty members.

Review

Associate Deans review documents and provide feedback.

Form Distribution

Administrative coordinator (or designee) submits final copies to Human Resources, school personnel files, and faculty members.

End of Process

Academic Schools will maintain a database to ensure PT faculty evaluations are tracked and completed every 3 years.