

## Part-time Faculty Review Instructions

### Introduction:

The Part-Time Faculty Review procedure is designed to ensure quality of instruction at CNM by providing meaningful and useful feedback to instructional personnel. The following criteria reflect the minimum requirements of evaluation. An academic school may choose to increase frequency or elements.

### INSTRUCTIONS:

1. The following is a list of the documents to be attached and the forms to be completed for the PT Faculty Review.
  - a. Course Evaluation Summaries
  - b. Classroom observation(s)
  - c. **SECTION I: Professional / Instructional Expectations** – Faculty should complete this as a self-evaluation. The checklist will be completed every three (3) years along with the classroom observation.
  - d. **SECTION II: Goal Setting/Professional Development** – Faculty will identify goals and professional development each review period.
2. Please complete the review and submit to the academic school Administrative Coordinator by the date requested.
3. The Administrative Coordinator will notify the faculty member once the review has been completed by the Associate Dean.
4. Faculty or Associate Dean may request a conference to discuss the review by contacting the Administrative Coordinator.

### Notes :

- Part-time evaluation documents will be filed accordingly;
  - Originals will be sent to HR for filing in the official personnel file
  - Copy will remain in academic school personnel file
  - Copy to faculty member