

**HAWAI'I COMMUNITY COLLEGE
OFFICE OF THE CHANCELLOR**

**HAW x.xxx
New policy**

Evaluation of Lecturers

Purpose:

The purpose of the lecturer evaluation process is to achieve the following goals:

1. improve overall instruction of students;
2. evaluate lecturers' performance of their teaching duties; and
3. set minimum evaluation standards that are consistent with other UH Community Colleges (UHCC) because lecturers may be employed and evaluated by another UHCC besides Hawai'i Community College (HawCC).

In addition, the purpose of this policy is to have a lecturer evaluation process that complies with UHCC policy, [UHCCP #9.104](#), Lecturer Evaluation.

Background:

In December 2013, the University of Hawai'i Community Colleges System (UHCC) approved a new policy, [UHCCP #9.104](#), Lecturer Evaluation. During Spring 2014, HawCC's Vice Chancellor for Academic Affairs (VCAA) requested the development of a new policy that specifically addresses the evaluation of lecturers. The Faculty Policy Committee reviewed the draft new policy and on XXXX the Academic Senate approved it.

Relevant Policies:

- [UHCCP #9.104](#), Lecturer Evaluation
- [HAW 9.204](#), Student Evaluation of Instructors and Lecturers
- [HAW 9.205](#), Peer Evaluation of Instructors and Lecturers

Definition:

"A lecturer is a person employed to teach individual credit classes to meet demand that cannot be met by regular faculty or because of special expertise that the lecturer may bring to a class. The lecturer appointment is for the duration of the class." (from UHCCP #9.104)

Policy:

Lecturer Expectations

- A. Lecturers must meet the same academic qualifications as faculty members.
- B. The job responsibility for lecturers is limited to teaching the class, course assessment activities, and providing for a limited amount of student contact through office hours or other communication means.
- C. The lecturer position does not include curriculum development, development of student learning outcomes, college service, or other professional duties expected of faculty members.
- D. Lecturers are expected to follow the course, program and institutional student learning outcomes and assessment methodologies as adopted by faculty members for the courses they are teaching.
- E. Each class a lecturer teaches must be included in the evaluation documentation.

- F. Submission of an evaluation document by April 1 is a condition for re-hire in subsequent semesters.

Evaluation Documentation

The evaluation documentation of lecturers includes several parts that cover the period being evaluated:

- a self-assessment covering the period being evaluated is required;
- student evaluations for each class taught may be required in hard copy format; and
- one peer evaluation per academic year for a course taught either in the spring or fall semester may be required in hard copy format.
- Lecturers hired in the spring semester are responsible for submitting an evaluation document by April 1. Campuses may choose to reduce the requested information based on availability at the time of submission, as appropriate.

The Self-assessment

- is due on or before April 1 or the next work day;
- is written in a memorandum format signed by the lecturer and addressed to the Department/Division Chair (DC), approximately 3-5 single-spaced pages, depending on number of courses taught;
- lists the courses and number of sections taught during the period of evaluation;
- includes the most recent DC or peer evaluator recommendations, if any, and an explanation as to how they have been addressed; and
- answers the following questions for each course taught:
 1. What strategies, methods, materials, assignments, and/or assessment activities did you use to achieve the course learning outcomes?
 2. What do the data from student/eCafe evaluations and peer observations tell you about your teaching?
 3. What modifications, if any, would you like to make if you teach the course again?
 4. If a self-assessment was submitted previously, what modifications have you implemented, if any?

Evaluation Period

- A. Lecturers at Step A—annual self-assessment and peer evaluation (minimum one annually); student evaluations for each semester for each course.
- B. Lecturers at Step B—self-assessment and peer evaluation (minimum one) every two years; student evaluations for each semester for each course; more frequent self-assessment or peer evaluations if performance is a concern.
- C. Lecturers at Step C— self-assessment and peer evaluation (minimum one) every four years; student evaluations for each semester for each course; more frequent self-assessment or peer evaluations if performance is a concern.

Responsibilities and Procedures :

- A. The Vice Chancellor for Academic Affairs (VCAA) is responsible for overseeing the implementation of this policy through coordination with the DCs.
- B. The DC and/or Designee shall:
 - i. identify the different levels of lecturers in his/her department or division and

- determine a schedule for their evaluation;
- ii. on a regular basis, inform the lecturers about the evaluation schedule and its deadlines, and the requirements of the evaluation documentation;
- iii. facilitate peer evaluation according to [HAW 9.205](#) (Peer Evaluation of Instructors and Lecturers);
- iv. inform lecturers of campus policies relating to lecturers, especially those regarding lecturer evaluation: [HAW 9.204](#) (Student Evaluation of Instructors and Lecturers) and [HAW 9.205](#) (Peer Evaluation of Instructors and Lecturers)
- v. review the self-assessment documentation submitted by lecturers;
- vi. provide feedback to the lecturers (cc to VCAA) regarding evaluation results