



# Operating Protocol & Procedure

## Details:

Number: OP-P 223

Title: Part-Time Instructor Evaluation

Category: Employees

Office of Primary Responsibility: Human Resources

Approval Date: 3/30/15

Effective Date: 3/30/15

Revised: 5/8/17

## Purpose:

To define the guidelines in administering the instructor evaluation process and establish consistent guidelines for the frequency of classroom observation for part-time instructors.

## Applicability:

All instructors, supervisors of instructors, and deans.

## Definitions:

None

## References:

State Board for Community Colleges and Occupational Education Policy BP 3-10 ([Administration of Personnel](#))

Colorado Community College System President Procedure SP 3-10 ([Employment Practices for Instructors](#))

## Attachments:

Classroom Observation Form and Instructions (found on Portal>Forms tab>By Department/Topic>Faculty)

## Operating Protocol:

Pueblo Community College will evaluate instructor job performance on a regular basis.

Procedure:

Part-time instructor performance shall be evaluated by supervisors in accordance with departmental requirements and practices. Evaluations will include, at a minimum, student evaluation, classroom observation, and feedback session. The frequency of classroom observation will be as follows:

- **L1-** once per semester for the first year
- **L2-** a minimum of once every three years

The observation form, when signed, will be stored in the Human Resources Office as part of the personnel file.