

Policy Number K9.104

Revised Date: April 28, 2014

Revised Date: February 13, 2020

Review Date: February 13, 2025

Kapi'olani Community College

K9.104 Lecturer Evaluation Procedures

I. Purpose

Kapi'olani Community College is committed to effective teaching and successful learning. Successful student learning is measured, in part, by ongoing assessment of faculty, including lecturers, who provide direct instruction. Given that commitment, and in accordance with University of Hawai'i Community College policy, the College has established the procedures herein.

II. Related University Policies

These lecturer evaluation procedures are created as a means to implement key components of the following University of Hawai'i policy:

- University of Hawai'i Community Colleges (UHCC) Faculty Five-Year Review policy, UHCCP #9.104, December 2013.

III. Definition

Lecturer – 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.

IV. Responsibilities

The Chancellor or designee shall establish campus procedures and evaluation schedules for the lecturer evaluation process in accordance with this policy.

V. Guidelines

- A. Lecturers must meet the same academic qualifications as faculty members.
- B. The job responsibility for lecturers is limited to teaching the class, assessing student learning in the class, and providing for a limited amount of student contact through office hours or other communication means.
- C. The lecturer responsibility 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. Submittal Requirements

1. All lecturers at Step A shall be evaluated once each year; all lecturers at Step B shall be evaluated once every two years and all lecturers at Step C shall be evaluated once every four years. Evaluations may be required at more frequent intervals for lecturers at Steps B and C if there are concerns with the lecturer's performance.
2. Minimally, the lecturer evaluation submittal must include one peer evaluation, results of student evaluations for all classes taught, and a self analysis of:
 - a. Degree of attainment of student learning outcomes in the classes taught. It is understood that the lecturer is not solely responsible for the attainment of student learning outcomes by all students;
 - b. Instructional strategies and their effectiveness in the class;
 - c. Results of the peer and student evaluation and any planned actions as a result of the comments; and
 - d. Responses to prior evaluation recommendations, if any.

The frequency of peer evaluations may be reduced for lecturers at Step B or Step C.

3. The lecturer shall submit to the Department Chair a self-assessment, and peer and student evaluations. The Department Chair will provide feedback to the lecturer, including strengths and weaknesses, and make a recommendation on hire/re-hire to the program administrator. The lecturer will be notified by April 30 whether he/she remains in good standing and is eligible for assignment to classes.
4. Submission of an evaluation document by April 1 is a condition for re-hire in subsequent semesters.
5. Lecturers hired in the fall semester but who do not have spring assignments are responsible for submitting an evaluation document by April 1.
6. Lecturers hired in the spring semester are responsible for submitting an evaluation document by April 1. Departments may choose to reduce the requested information based on availability

at the time of submission, as appropriate.

7. In situations where lecturers are employed by more than one community college, the department chair will consult with colleagues on the other campus(es) on the lecturer's evaluation.

April 28, 2014