

Policy Number K9.104

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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 procedure herein.

II. Related University Policies

These lecturer evaluation procedures are created as a means to implement key components of the University of Hawai'i Community Colleges UHCCP 9.104 Lecturer Evaluation, effective date December 2013 and amended April 2018.

III. Responsibilities

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

IV. Definition

Lecturer is defined as a person employed to teach individual credit classes to meet demands 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 semester.

- A. Lecturers must meet the same academic qualifications as faculty members.
- B. A lecturer's job responsibility is limited to teaching the class, assessing student learning in the class, and providing office hours for one hour per week per section taught or by other means of communication.
- C. A lecturer's job 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 course, program, and institutional learning outcomes and use assessment methods as adopted by the discipline.

V. Self-Assessment Document Guidelines

- A. Lecturer Self-Assessment Schedule According to Step Level:
 1. Lecturers at Step A shall submit a self-assessment once each year;
 2. Lecturers at Step B submit a self-assessment once every two years; and
 3. Lecturers at Step C shall submit a self-assessment once every four years.
- B. Self Assessment Requirements
The lecturer self-assessment must include one peer evaluation, student

evaluation results for all classes taught, and a self-analysis that includes the following:

1. A teaching philosophy that will serve as the foundation of the self-assessment throughout the document;
2. Instructional strategies and his/her effectiveness in the class;
3. A discussion on your role in producing student learning outcomes, citing changes in your pedagogy/methodology to improve learning around those outcomes.
4. Assessment of CES (Course Evaluation System) student course evaluations on comparisons such as: course to course, semester to semester, factor to factor, as well as in comparison to college and departmental results;
5. Assessment of the peer evaluation and any planned actions as a result of the comments received. Peer evaluation schedule according to step level are;
 - a) Lecturers at Step A shall be peer evaluated once each year;
 - b) Lecturers at Step B shall be peer evaluated once every two years; and
 - c) Lecturers at Step C shall be peer evaluated once every four years.
 - d) The frequency of teaching evaluations for lecturers at Steps B and C may be reduced if the lecturer has a demonstrated track record of teaching proficiency - or - required at more frequent intervals if there are concerns with the lecturer's performance.
6. Evidence of progress on any suggestions or plans of action developed in consultation with the department chair.

VI. Submission

A. Submission Date: April 1

1. The lecturer shall submit the self-assessment to the department chair.
2. Submittal of the self-assessment by the due date is a condition for rehire in subsequent semesters.
3. Lecturers who have taught in the fall semester but who do not have spring assignments are responsible for submitting a self-assessment document by the submission deadline.
4. Step-A lecturers who have only started to teach in the spring semester are expected to submit a modified (e.g. limited to a peer evaluation and mid-semester classroom assessment technique) assessment of their teaching.

B. Decision Date: April 30

1. The department chair will provide feedback to the lecturer, including strengths and weaknesses, and make a recommendation on hire/rehire to the program administrator.

C. In situations where a lecturer is employed by more than one community college, the department chair may consult with colleagues on the other campus(es) on the lecturer's evaluation.