



## **Title**

Lecturer Evaluation Procedure

## **Header**

**Policy Number:** HCCAP 9.104  
**Effective Date:** May 11, 2024  
**Prior Dates Amended:** May 6, 2015  
**Review Date:** May 5, 2028

### **I. Purpose**

The purpose of this procedure is to establish lecturer evaluation procedures at Honolulu Community College (“HonCC” or “College”) for creating and submitting the Lecture Evaluation Packet, which is a requirement of the Accrediting Commission for Community and Junior Colleges (“ACCJC”), and in accordance with University of Hawai‘i Community Colleges (“UHCC”) Policy 9.104.

### **II. Related Policies, Procedures, and Guidelines**

- [UHCC Policy 9.104, Lecturer Evaluation](#)

### **III. Definitions**

#### **A. Packet Coordinator**

The Packet Coordinator is the employee responsible for the completion of Lecturer Evaluation Packets.

### **IV. Procedure**

#### **A. Overview**

The components of the Lecturer Evaluation Packet (“Packet”) consist of: (1) peer evaluation, (2) student evaluations, (3) self-evaluation. The lecturer will submit the Packet to the Packet Coordinator, who will submit the Packet to the Division Chair, who will make a yearly report to the Administration.

#### **B. Scheduling**

At the beginning of the Academic Year the Division Chair will promulgate a list of lecturers who require an evaluation, notify the Vice Chancellor of Academic Affairs (“VCAA”) of the list, and shall coordinate the evaluation process.

#### **C. Frequency of Evaluation**

All lecturers new to HonCC will submit an evaluation packet after their first year. All lecturers at Step A shall submit an evaluation packet once each year; all lecturers at Step B will submit an evaluation packet once every two years, and all lecturers at Step C will submit an evaluation packet once every four years. Evaluations may be required at more or less frequent intervals for lecturers at step Band C, according to UHCC Policy 9.104. These decisions should be clearly documented within the internal process of a particular division.

#### **D. Lecturer Evaluation Packet**

The Packet should include a title page with the names of the Division Chair and the Packet Coordinator, sample shown in Appendix III. The packet must include: (1) peer evaluation outlined below, (2) student evaluations for all classes taught, (3) self-evaluation addressing their classroom performance, peer and student evaluations, degree of attainment of student learning outcomes of the class taught, and a response to prior Packet recommendations, if any.

#### **E. Peer Evaluation**

Observers performing the peer evaluation should follow the Lecturer Observation Report form available on the College intranet. If the observer is evaluating an online course, the lecturer and observer shall coordinate access to the material. Peer evaluations should be set up by mid-semester. Normally one peer evaluation will be performed during the designated submittal year. The Division Chair may change the frequency of peer evaluations for lecturers at Step B or Step C.

Note: Observers, faculty or lecturers approved by the Division Chair, may choose alternate observation reports or forms after conferring and receiving approval from their Division Chair.

#### **F. Peer Evaluation Review**

The observer and lecturer will meet to review the peer evaluation, discussing areas of strengths and weaknesses. The observer and lecturer will sign the Lecturer Observation Report or alternative form to acknowledge completion of the review process. The lecturer may attach a rebuttal if there is a disagreement with the evaluation scores or comments. The evaluation will be retained by the lecturer for the Packet.

#### **G. Student Evaluation**

For each class, Lecturers must set up the electronic student evaluation or Division-designated paper copy of the Student Evaluation of Instructor Form. When setting up the electronic evaluation ("eCafe") select the questions/statements from the Student Evaluation of Instructor Form. Additional statements or questions may be added with the approval of the Program or Discipline Coordinator. If the paper copy is used, then the completed paper copy of the Student Evaluation of Instructor Forms shall be placed in an envelope and will be delivered by a student to a designated facility for tabulation.

Student evaluation summary sheets for each course, from eCafe or the paper copy, shall be included into the Packet.

#### **H. Evaluation Timeline and Packet Submittal**

The Lecturer Evaluation Packet submissions follow an offset academic year, Spring and Fall semesters. Packet submissions are a condition for rehire, in accordance with UHCC Policy 9.104, Lecturer Evaluation. The Division Chair, via the Coordinator, shall notify the lecturer in the Fall to prepare their Packet. Lecturers who started in the Fall semester shall submit a Packet. Lecturers who started in the Spring semester are granted an extension for one year. All lecturers shall submit their packet to their Coordinator by April 1 of the submittal year and will be notified by April 30 of their standing and if eligible for assignment to classes, in accordance with UHCC Policy 9.104, Lecturer Evaluation.

Note: The Coordinator shall submit the Lecturer Evaluation Packets to the Division Chair by April 15, and the Division Chair shall submit a completion and standings list to the Vice Chancellor of Academic Affairs by April 30.

#### **I. Consultation**

The Division Chair, Program or Discipline Coordinator may request a consultation with the lecturer to discuss the Packet. The Division Chair, Program or Discipline Coordinator may also add a statement to the Packet (not mandatory).

#### **J. Record Keeping**

The Division Chair will retain the Packets and maintain a record of all submitted evaluations. The records will show both completed evaluations and pending evaluations.

#### **K. Reports**

By April 30, each academic year, the Division Chair will submit a completion report to the VCAA. The report lists all of their lecturers including which Packets were completed, which Packets were incomplete with lecturers granted extensions, and which Packets were incomplete or not submitted.

The VCAA will report to the Chancellor, and the Chancellor will report to the Vice President for Community Colleges in accordance with separate directives.

#### **L. Lecturer Step Categories**

New lecturers start as Step A and may apply for Step B after teaching 75 credits. Step B lecturers may apply for Step C after teaching an additional 75 credits. Credits must be taught within the UH system; however, 25 credits taught outside the system may be applied. See the Human Resources Office for application forms, deadlines, and other exceptions to the rules.

### **M. Request for Extension**

Lecturers may request, in writing, an extension for their Packet submittal deadline, which shall be sent to the Division Chair, Program or Discipline Coordinator. Extensions are for one year. The Division Chair may grant the extension.

Note: The Division Chair's report to the Dean, VCAA, and Chancellor shall justify the extension and establish new Packet submittal dates.

### **V. Responsibilities**

The Division Chair is responsible for the completion of Lecturer Evaluation Packets. They may coordinate and/or delegate parts or all of the process to a Program, Discipline, or Department Coordinator, or other faculty as needed.

Note: Packet Coordinators and Division Chairs are responsible to ensure lecturers are performing their duties, which may necessitate additional observations, evaluations, and/or reports not associated with the Lecture Evaluation Packet.

### **VI. Approval**

**Chancellor Approval Date:** May 11, 2024