October 9, 2015

TO: Vice-Chancellors  
    Deans  
    Directors

FROM: Erika Lacro  
      Chancellor

SUBJECT: HCCSOP 9.104 Lecturer Evaluation Packets

The attached procedures were written to ensure campus compliance with UHCCP 9.104. Procedures are to take effect as of the date of this memo.

Please distribute to faculty and staff in your departments.
**Procedure No.:** HCCSOP 9.104  

**Date:** May 6, 2015

**Procedure Name:** Lecturer Evaluation Packets

**Supporting Policies (Reference HCCP, APM, BORP, UHCCP policy number):**  
UHCCP 9.104 Lecturer Evaluations

**Purpose/Background Info:**  
To establish lecturer evaluation procedures for creating and submitting the Lecture Evaluation Packet (Packet) which is a requirement of ACCJC and in accordance with UHCCP#9.104

**Step by Step Procedure (include workflow of any documents and standard protocol):**

**Overview of Roles & Process**  
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 (Coordinator). The components of the Packet consist of: (1) peer evaluation, (2) student evaluations, (3) self-evaluation. The lecturer will submit the Packet to the Coordinator, who will submit the Packet to the Division Chair, who will make a yearly report to the Administration.

Note: 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 this Lecture Evaluation Packet.

**Evaluation Procedures**

a. **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 of the list, and shall coordinate the evaluation process.

b. **Frequency of Evaluations.** All lecturers new to HonoluluCC 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 B and C, according to UHCCP#9.104. These decisions should be clearly documented within the internal process of a particular division.

c. **Evaluation Packet.** The packet should include a title page with the names of the Division Chair and the 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.

d. **Peer Evaluation.** Observers performing the peer evaluation should follow the Lecturer Observation Report form shown in Appendix I. 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 lecturer 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.

e. **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.

f. **Student Evaluations.** For each class, Lecturers must set up the electronic (eCafe) student evaluation or Division-designated paper copy Student Evaluation of Instructor Form (Form G), shown in Appendix II. When setting up the electronic evaluation (eCafe) select the questions/statements from the Student Evaluation of Instructor Form (Form G), form shown in Appendix II. 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 Student Evaluation of Instructor Forms (Form G) 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.

g. **Evaluation Timeline and Packet Submittal.** The Lecturer Evaluation Packet submissions follow an off-set academic year, Spring and Fall semesters. Packet submissions are a condition for re-hire, in accordance with UHCCP#9.104. 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 UHCCP#9.104.

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.

**Reports**

a. By April 30, each academic year, the Division Chair will submit a completion report to the Vice Chancellor of Academic Affairs. 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.

b. The Vice Chancellor of Academic Affairs will report to the Chancellor, and the Chancellor will report to the VPCC in accordance with separate directives.

**Lecturer Step Categories**

a. 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.

**Policy Extensions**

a. 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.

**Author/Responsible Office (who originated procedure & will be responsible for updates):**

Office of the Vice Chancellor of Academic Affairs

[Signature]

Recommend Approval/Recommend Disapproval:

[Signature]

Date: OCT 8 2015

[Signature]

Approved/Disapproved:

[Signature]

Date: 10-9-15
### Proposed Lecturer Evaluation Packet
#### Items and Timetable

<table>
<thead>
<tr>
<th>Lecturer</th>
<th>Packet Due-Date</th>
<th>Student Evaluations</th>
<th>Peer Evaluation</th>
<th>Self-Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPRING</strong>&lt;br&gt;New Lecturer or Newly Returned</td>
<td>Granted one-year extension.</td>
<td>Not available before April 1</td>
<td>Collect in preparation</td>
<td>Start to write</td>
</tr>
<tr>
<td><strong>FALL</strong>&lt;br&gt;New Lecturer or Newly Returned</td>
<td>Due April 1, Includes only one semester, the recently completed Fall</td>
<td>From ALL courses taught in the previous semester</td>
<td>One from previous semester</td>
<td>Summarize classroom performance, peer and student evaluations, and attainment of SLOs</td>
</tr>
<tr>
<td><strong>Step A</strong></td>
<td>Due April 1, Every Year, includes the last two off-set semesters, Spring and Fall</td>
<td>From ALL courses taught since the last submission</td>
<td>One since the last submission (preferably a different peer)</td>
<td>Summarize classroom performance, peer and student evaluations, and attainment of SLOs</td>
</tr>
<tr>
<td><strong>Step B</strong></td>
<td>Due April 1, Once every Two Years, includes the last four off-set semesters</td>
<td>From ALL courses taught since the last submission</td>
<td>One since the last submission (preferably a different peer)</td>
<td>Summarize classroom performance, peer and student evaluations, and attainment of SLOs</td>
</tr>
<tr>
<td><strong>Step C</strong></td>
<td>Due April 1, Once every Four Years, includes the last eight off-set semesters</td>
<td>From ALL courses taught since the last submission</td>
<td>One since the last submission (preferably a different peer)</td>
<td>Summarize classroom performance, peer and student evaluations, and attainment of SLOs</td>
</tr>
<tr>
<td><strong>Coordinator</strong></td>
<td>Due by April 15, all Lecturer Packets to the Division Chair</td>
<td></td>
<td></td>
<td>May include summary or Lecturer’s Packets</td>
</tr>
<tr>
<td><strong>Division Chair</strong></td>
<td>Due by April 30, Completion list to the VCAA</td>
<td></td>
<td></td>
<td>May include summary or Lecturer’s Packets</td>
</tr>
</tbody>
</table>
APPENDIX I

HONOLULU COMMUNITY COLLEGE
LECTURER OBSERVATION REPORT

Use the PDF
HCCSOP #9.104
APPENDIX II
Honolulu Community College
Student Evaluation of Instructor Form (AKA Form G)
DO NOT MARK ON THIS QUESTION FORM – MARK ONLY ON ANSWER SHEET.
Directions: Read each statement carefully. On the answer form, darken the circle of the response that best describes your feeling about the instructor. This form can and will be used again by other students
A= Strongly Agree B=Agree C = Uncertain D=Disagree E = Strongly Disagree
Questions - Form G
1. The instructor clearly explains course procedures (attendance, assignments, exams, etc.)
2. The instructor uses class time well.
3. The instructor is well prepared and organized for class.
4. The instructor is available for help after outside of class.
5. The instructor clearly explains the goals, objectives, and overall purpose of the course.
6. The instructor speaks clearly and is easy to understand.
7. The instructor answers questions clearly.
8. The instructor makes good use of examples in class
9. The instructor appears to know his or her subject.
10. The instructor clearly explains complex ideas.
11. The instructor allows time for questions and encourages them.
12. The instructor makes the material interesting.
13. The instructor asks questions to see if students understand.
14. The instructor treats all students fairly.
15. The instructor is interested in the subject matter.
16. The instructor is genuinely interested in students.
17. The instructor treats students with respect.
18. The instructor engages in a healthy exchange of ideas and opinions with student.
19. The instructor grades tests fairly.
20. The instructor motivates students to do their best.
21. Overall, the instructor is a very good teacher.
Turn this sheet over and make appropriate comments
PLEASE DO NOT MARK ON THIS FORM. OTHER STUDENTS WILL REUSE THIS FORM.

Written Student Responses
PLEASE DO NOT MARK ON THIS FORM. OTHER STUDENTS WILL REUSE THIS FORM.
Directions: Feel free to make comments in the section below as you feel are appropriate.
1. How did the instructor show concern for his students?
2. What did you especially like/dislike about the way the instructor taught this course?
3. What else would you like to say about this instructor?
4. Would you recommend this instructor to other students? Why or why not?
Lecturer Evaluation Packet

Name, Rank
Program/Discipline/Department
Date

Program or Discipline of ...... Coordinator’s name ......
Approval: Yes  No
Comments: ...........................................................................................................

Division of ...... Chair’s name ......
Approval: Yes  No
Comments: ...........................................................................................................