

Lower Columbia College, Faculty Agreement 2005-2008

811 Professional Partner Program for Part-time Academic Employees

Each part-time academic employee teaching for the first time at the College shall be assigned a professional partner. A new part-time academic employee with no teaching experience shall be assigned a professional partner for at least the first two terms the person is at the College. A part-time academic employee with prior teaching experience shall be assigned a professional partner for at least the first quarter the employee is at the College. One or two quarter reappointments may be made at the discretion of the appropriate supervising administrator. The appropriate department chair shall act as the contact person for the professional partner coordinator and shall ensure the partner chosen is qualified to assist the part-time academic employee. The Professional Partner shall be a full-time experienced academic employee in the department in which the part-time academic employee will be teaching or shall be an experienced affiliate part-time academic employee in the department or in a related discipline in which the part-time academic employee will be teaching. The coordinator shall set up an individual program for each employee tailored to the needs of the department and shall be responsible for monitoring the program. The coordinator will provide a Professional Partner Checklist for monitoring the steps taken to orient the part-time academic employee to the college environment. This checklist shall provide a record for the coordinator, the department chair, and the professional partner of what has and what has not occurred in the orientation and mentoring processes. The professional partner and the part-time faculty member shall each sign off on checklist items as they are accomplished.

811.1 Professional Partner Responsibilities

- A. The professional partner assists in all matters pertaining to college and departmental policies and procedures, acts as the source of professional assistance and serves as a mentor for the period(s) of appointment. The professional partner shall receive a stipend for each quarter as a partner.
- B. First Quarter Appointment. Professional partners shall have the following obligations:
 1. Meet with the professional partner coordinator and the part-time academic employee before the quarter begins, if possible, to begin review of course curriculum, textbooks, sample syllabi, and general processes of the College. If the part-time employee's course is cancelled and the professional partner has already worked with the academic employee, a minimum \$20.00 professional partner stipend shall be paid, on the recommendation of the professional partner coordinator.

2. Meet with the professional partner coordinator and the part-time academic employee to set up evaluation procedures.
 3. Assist the part-time academic employee in becoming familiar with campus policy, departmental procedures and services offered. The partner shall provide a walking tour of important places on campus, such as the bookstore, the library, the data labs, Office of Personnel Services, copy center, mailroom, Learning Center, etc.
 4. Do a classroom visitation.
 5. Assist with arrangements for the collection of student evaluation data as required in Article 812. Part-time academic employees completing their professional partner program shall have their student evaluations forwarded to the appropriate supervising administrator for review. After the review the evaluations shall be forwarded to the part-time academic employee's department chair for review by the department chair and/or the department at the discretion of the department chair. Following this review, the evaluations shall be returned to the supervising administrator no later than three weeks after receipt of the evaluations.
 6. Review outcomes of classroom visitation and student evaluations with the part-time academic employee as required or requested to assist part-time academic employee in improving teaching effectiveness.
 7. No later than the last week of instruction prior to the final examination period, the professional partner coordinator ensures that the professional partner forwards a written report of the outcomes of the review, including a summary of the classroom and student evaluations, to the supervising administrator, who shall forward the report to the part-time academic employee's department chair.
 8. No later than the sixth week of the quarter, the part-time academic employee shall complete a Professional Partner Program Evaluation Sheet, which shall assess the Professional Partners Program. This evaluation shall be reviewed by the Professional Partners Coordinator, the department chair, and the appropriate supervising administrator.
- C. Second Quarter Appointment. Professional partners shall continue to act as a mentor for the part-time academic employee and provide assistance as needed, including a review of student evaluations, course syllabi, course information sheets, student evaluation techniques and additional classroom visitations if requested or needed.

- D. Additional Reappointments. Professional partners shall continue activities as outlined in Article 811.1 (C) above, and may, in conjunction with the professional partner program coordinator, conduct additional evaluations, including peer and self-assessments, and identify ways the department may assist in maintaining or improving employee's academic effectiveness. This information shall be shared with the part-time academic employee during a conference between the professional partner and part-time academic employee. Following the conference, the professional partner shall present a written report of the outcomes of the conference, a summary of student evaluations, and raw data used as a basis for the report to the supervising administrator who shall forward the summary to the part-time academic employee's department chair for departmental review. Following this review, the professional partner's written report will be returned to the supervising administrator. As a result of this review, the employee, the department, or the appropriate supervising administrator may request a conference between the administrator and the employee to discuss the results.

811.2 Changes in Professional Partners

- A. When the Professional Partners Coordinator and the supervising administrator of the part-time academic employee review the Professional Partners Evaluation Sheet and find that the program is not meeting the needs of the part-time academic employee, the administrator may call a meeting of the professional partners coordinator and the professional partner to discuss improving the professional partner process, or the administrator may request a change of professional partner for the part-time academic employee. If the change occurs by the end of the sixth week of the quarter, the existing professional partner shall forfeit 50% of the stipend, which shall be paid to the newly appointed partner.
- B. If, after one quarter, the part-time academic employee wishes to change professional partners, the employee may request that the Professional Partner Program Coordinator appoint a different professional partner for the remaining quarters of the professional partner program. The Professional Partners Coordinator shall inform the appropriate department chair and supervising administrator of the change.