

CBA Tip: *Compensation for Associate Faculty Evaluations*

Faculty members who conduct observations and evaluations of associate faculty will now receive compensation for 3.0 work hours (0.091 non-contractual, non-teaching LHE) per observation, paid at the applicable non-teaching hourly rate. This is an increase from the previous 2.0 work hours. If two faculty members collaborate on a single evaluation, the time can be split between them based on the work each faculty member contributes.

In addition, for faculty conducting off-site dual enrollment (non-online) course evaluations, an additional 1.0 work hour will be added (for a total of 4.0 hours per evaluation) to cover travel and logistical considerations.

Clarification on Pre-Observation Meetings

Just a quick note: pre-observation meetings are not part of the formal evaluation process for associate faculty. Faculty conducting evaluations should not require associate faculty to attend pre-observation meetings, as these are not included in the Associate contractual evaluation procedures, and they are not compensated. Observations and evaluations should follow the agreed-upon process (observation including write up plus post-observation meeting) without any additional non-contractual expectations.

Upon completion of the evaluation and submission of the report to the appropriate dean, you will submit your hours in Workday in order to receive compensation.