

COLORADO COMMUNITY COLLEGE SYSTEM
SYSTEM PRESIDENT'S PROCEDURE
EMPLOYMENT PRACTICES FOR INSTRUCTORS

SP 3-10

EFFECTIVE: December 15, 1995
RETITLED: September 14, 2000
RETITLED: August 25, 2001

REFERENCE: Board Policy BP 3-10

APPROVED:

S/ Dorothy A. Horrell, System President

Application:

This procedure applies to the employment of instructors in state system community colleges.

Procedure

The Board requires that each college establish employment practices for instructors in the following areas:

1. Recruitment and selection procedures for the employment of instructors to include provisions for evaluation of credentials and personal interviews prior to hiring;
2. A professional development program for instructors which shall include an orientation meeting for all new instructors as well as related staff development opportunities on a continuing basis;
3. Individual instructor performance evaluations on a regular basis which shall include, at a minimum, student evaluation and classroom observation;
4. Appropriate workload guidelines for instructors; and
5. Appropriate employee records/files for instructors.