Policy for the Assessment of Part-Time Faculty

Process:

Each semester all department chairs, deans in units that are not subdivided into departments, or program directors who are supervising part-time faculty evaluate the performance of each part-time faculty member in order to determine (a) whether the faculty member should be employed in future semesters and (b) whether any issues need to be addressed in order to ensure that the faculty member’s teaching and any additional teaching-related duties are of the highest quality.

In order to execute this evaluation, chairs, deans, or program directors review course evaluation results and any other applicable information (including other teaching-related duties that may be assigned) for each part-time faculty member and record their conclusions on the Evaluation of Part-Time Faculty Instruction worksheet, as described in the instructions below. A copy of this worksheet is submitted to the dean each semester, and the chair or dean, as appropriate, takes subsequent action—declining to offer future employment in cases in which a negative conclusion has been reached, and addressing matters of concern through discussions with the faculty member and remedial processes as indicated.

Instructions for completion of Evaluation of Part-Time Faculty Instruction worksheet:

1. The evaluator is to complete this form for all part-time faculty each semester. The evaluator should fill out the information at the top of the worksheet. More than one page may be used if necessary; pagination should be indicated in the spaces provided in the upper right corner.
2. Here are guidelines for completing the last four columns of the form:

Evaluation Assessment: each should show how evaluations compare with comparison group—noticeably above (na), very similar (vs), noticeably below (nb)

Other teaching-related duties: In the event that the part-time instructor performs teaching-related duties other than teaching itself (such as lab coordination or coordinating student internships), evaluation of those responsibilities should be included in this column (rated either as satisfactory or unsatisfactory)

Recommend Renewal: regardless of the instructor’s plans; indicate if the evaluator would support hiring the instructor again

Notes: should indicate any additional information, how any concerns will be addressed, etc.

3. One copy of this form is to be retained by the department, and one is to be sent to the office of the dean within two weeks of the end of the semester.

Evaluation of Part-Time Faculty Instruction Page \_\_\_\_ of \_\_\_\_

School or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester evaluated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title of chair or other evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Part-Time Instructor | Course and Section | Evaluations Received? (✓/o) | Evaluation Assessment (na/vs/nb) | Other teaching-related duties? (satisfactory or unsatisfactory) | Recommend Renewal? (y/n) | Notes |
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