

Department of Art
Evaluation of PATFA Adjunct Faculty

This document explains the Department of Art's policies for the evaluation of PATFA unit members as required by Article 9 of the PATFA-UMS agreement.

1. The PATFA-UMS contract (Article 9.A.) states that PATFA evaluations "will normally be conducted at least once every fourth semester a unit member teaches at a campus and/or in a department or academic unit and every fourth subsequent semester of teaching at that campus, department, or academic unit."
2. The Department of Art will evaluate PATFA unit members and apprise the Office of Human Resources and the CLAS dean when the evaluation is complete.
3. The evaluation process will proceed as follows:
 - A. The department chair will notify the PATFA member that they are due to be evaluated.
 - B. The department chair will assign an AFUM member to evaluate the PATFA member.
 - C. The PATFA member will submit a teaching portfolio to the chair and the AFUM member assigned to evaluate their teaching performance. The portfolio will include:
 - 1) The syllabus for each course that the PATFA member has taught during the period of review and any relevant course materials the faculty member wishes to include. One syllabus for multiple identical sections of any one course is sufficient.
 - 2) A digital portfolio of student work that shows the full range of student submissions for key assignments for each course, including any assigned writings, accompanied by the pertinent assignments or examinations to give the portfolio proper context for assessment.
 - i. The portfolio should clearly indicate the class and semester for each example of student work.
 - 3) The department chair will make available to the reviewer Student Evaluation of Teaching data and any previous evaluations in the PATFA member's personnel file.
 - 4) An optional statement explaining how the PATFA member fulfills the "reasonable instructional related responsibilities" specified in the PATFA-UMS contract (Article 13.B).
 - D. The AFUM member will complete an evaluation by assessing how well the teaching portfolio demonstrates alignment with the Program Learning Outcomes for their area, defined by the department's Curriculum Committee.
 - E. As per the PATFA-UMS contract, the evaluation will conclude with a performance rating of "satisfactory," "needs improvement," or "unsatisfactory."
 - F. The reviewer will share the evaluation with the PATFA member and department chair.
 - G. The PATFA member has two weeks to submit an optional written response to the evaluation.
 - H. The department chair will write a brief evaluation letter and submit it, along with the AFUM member's evaluation and the PATFA member's written response (if any) to the Office of Human Resources and CLAS dean.
 - I. The entire packet will be placed in the PATFA member's personnel file.