

Department of Art

PATFA Evaluation Process

This document addresses the evaluation of PATFA unit members as required by Article 9 of the PATFA-UMS contract and University of Maine System guidance.

1. University of Maine System guidance and the PATFA-UMS contract (Article 9.A.) require that PATFA unit members be evaluated during semesters 2, 4, 8, 12, 16, etc.
2. The Department of Art will evaluate PATFA unit members scheduled to be evaluated 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 chair will notify the PATFA member that they are due to be evaluated.
 - B. The PATFA member will submit a teaching portfolio to the chair containing, at a minimum, syllabi for each course taught since the last evaluation.
 - The PATFA member is welcome to supply other materials in the portfolio that demonstrate teaching effectiveness.
 - The portfolio should be provided electronically (Google Drive or email).
 - C. The chair will instruct the PATFA member and a full-time faculty member from the department to schedule a classroom visit.
 - D. The classroom evaluator will complete a “Classroom Observation Form” and submit it to the chair.
 - E. The chair will review the classroom observation form and the PATFA member’s syllabi, SET data, and previous evaluations.
 - F. The chair will write a formal evaluation, indicating performance that is either “satisfactory,” “needs improvement,” or “not satisfactory,” and share it with the PATFA member.
 - a. For the purpose of this Agreement, “satisfactory” performance shall be defined to mean the part-time unit member has successfully met or exceeded all departmental requirements and expectations as outlined in the academic department’s/unit’s evaluation criteria and has no pattern of adverse materials in his/her personnel file within the preceding four (4) semesters of employment. If no evaluation within the prior four (4) semesters is in the personnel file and there is no pattern of adverse material in the personnel file within the preceding four (4) semesters of employment, the unit member’s evaluation during the designated period under review shall be deemed to be satisfactory.
 - G. The PATFA member has two weeks to submit a written response to the evaluation.
 - H. The chair will submit the classroom observation form, the evaluation letter, and the PATFA member’s written response (if any) to the Office of Human Resources and the CLAS dean.
4. The entire packet will be placed in the PATFA member’s personnel file.