

Department of Chemistry  
PATFA Evaluation Process  
December 5, 2019  
Revised January 20, 2023

Part-time faculty in Chemistry will be evaluated in accordance with stipulations of the Bargaining Agreement between the University of Maine System and the Part-time and Temporary Faculty Association (PATFA).

#### A. Timing of Evaluation

A probationary evaluation will be conducted during the second semester of teaching, the fourth semester, and every fourth subsequent semester of teaching.

#### B. Evaluation Process

1. Early in the evaluation semester, the Office of Human Resources and/or the chair of the department will notify the faculty member up for review according to the PATFA schedule.
2. The chair of the department will ask the faculty member to submit a current CV, syllabi for courses taught since the previous evaluation, at least one example of a graded assignment or exam for each course, and an abbreviated dossier that includes Sections II A – C (documentation of teaching) and III (Evaluation of Teaching) of the current College of Liberal Arts and Sciences Reappointment Form for Lecturers.
3. The Chemistry department peer committee, consisting of full-time tenured and just-cause protected faculty will choose at least one, preferably two faculty from the peer committee to conduct a classroom visit and evaluation of the person up for review.
4. The reviewer(s) will meet informally with the faculty member to answer questions about the process and to arrange a classroom visit. The reviewer(s) will complete a classroom evaluation form and review the part-time faculty member's portfolio. After the classroom visit, the reviewer(s) will meet with the faculty member to discuss the classroom session and materials submitted. The reviewer(s) will submit the classroom evaluation form, which will include a short summary noting satisfactory teaching practices and any areas of concern to the chair. (The classroom evaluation form will not be part of the personnel file.)
5. The chair will write a formal evaluation based on reviewers' comments, materials supplied by the faculty member, and SET evaluation data if available, concluding with an overall finding of "satisfactory" performance, "needs improvement", or "not satisfactory" performance. The chair may also wish to conduct a classroom observation and/or meet with the faculty member under review as part of the formal evaluation. The letter will be copied to the PATFA member and the personnel file.
6. The PATFA member will have the right to respond in writing within two weeks of receiving the review and the response will be added to the personnel file.
7. The chair will forward the letter along with any response from the PATFA member to the CLAS dean and the Office of Human Resources.