

## CLAS Guidance on Review of Faculty [rev. 7-23-24]

### Regular Faculty (AFUM)

The chief governing document for full-time, regular faculty is the UMS/AFUM collective bargaining agreement, or contract. See particularly Article 10.

Regular faculty who are **probationary**—lecturers and tenure-track faculty—are reviewed annually. For faculty members with an initial two-year appointment, the first year's review is completed in June and is administrative. The administrative review consists of a letter from the chair to the faculty member, copied to the Dean's Office and to the personnel file. Otherwise, probationary faculty members are reviewed as part of their reappointments.

**Fixed-length** faculty members are not considered probationary and are ordinarily not reviewed unless they so request. Chairs are encouraged to offer the option of review to fixed-length faculty members for whom a performance evaluation could be professionally useful.

**Tenured** faculty and lecturers who have achieved just-cause protection are reviewed every four years, as provided in the AFUM agreement.

Whether the review is administrative, or is part of a personnel action (reappointment, promotion, tenure), or is a quadrennial "post-tenure review," it should address teaching/advising, research, and service in the context of the faculty member's assigned responsibilities and the department's criteria for evaluation, posted at <https://umaine.edu/provost/promotion-and-tenure/> (and/or the faculty member's MOU, if applicable).

Reviews should identify areas for improvement, if applicable, as well as commending the faculty member's accomplishments. Especially in the case of tenure-track faculty members, a conscientious effort should be made to provide helpful feedback to the faculty member.

### Part-time Faculty (PATFA)

Article 9 of the PATFA collective bargaining agreement stipulates the evaluation arrangements for PATFA members. Evaluation guidelines are posted on the PATFA page of the CLAS Faculty/Staff Resources website. The Dean's Office can answer questions about process and the individual timelines that apply to specific part-time faculty members.

All UMS union contracts are available online at  
<http://www.maine.edu/about-the-system/system-office/human-resources/labor-relations/>.