

History Department, 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.

Process:

1. University of Maine System guidance and the PATFA-UMS contract require that PATFA unit members be evaluated during semesters 2, 4, 8, 12, 16, etc.
2. The History Department will evaluate PATFA unit members scheduled to be evaluated and apprise the Office of Human Resources when the evaluation is complete.
3. The evaluation process will proceed as follows:
 - The chair will notify the PATFA member that they are due to be evaluated.
 - The PATFA member will submit a teaching portfolio to the chair. The portfolio must contain syllabi for each course taught since the last evaluation. The PATFA member may supply other materials that demonstrate teaching effectiveness. The portfolio should be provided electronically.
 - The chair, in consultation with the PAC, will select a member of the Peer Committee to conduct the evaluation.
 - The chair will instruct this person and the PATFA member to schedule a classroom visit. In the case of online instruction, the PATFA member will make the platform available to the peer member for 14 days. In the case of off-campus classrooms, the peer member will consult with CITL to arrange teleconferencing, a classroom recording, or some other appropriate solution.
 - The Peer Committee colleague will then evaluate the PATFA member's teaching based on the portfolio, student evaluations, and the classroom visit. Related criteria, including research accomplishments and service contributions, may be considered.
 - The Peer Committee member will submit to the chair a written evaluation concluding with either a "satisfactory," "needs improvement," or "not satisfactory" assessment.
 - A copy will be sent to the PATFA member, who will have two weeks to respond.
 - The chair will respond in writing to the evaluation and response. This will be sent to the PATFA member, who may then request to meet the chair within thirty days.
 - The entire packet will be placed in the PATFA member's personnel file.

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