

Evaluation of Part-time Faculty in Judaic Studies

Updated January 2023

Following the stipulations of the Bargaining Agreement between the University of Maine System and the Part-time and Temporary Faculty Association (PATFA), part-time faculty in Judaic Studies (JST) will be evaluated at these points in their service:

1. A probationary review in the second semester of teaching, before the faculty member becomes a member of the bargaining unit.
2. During the fourth semester of teaching, and every fourth semester of teaching thereafter. See the UMS--PATFA Agreement, Article 9, for details.

As provided in the UMS--PATFA Agreement, the evaluation will result in an overall finding of “satisfactory,” “needs improvement,” or “not satisfactory.” Satisfactory performance is “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” (UMS-PATFA Agreement, Article 9.E).

JST criteria for a satisfactory review are as follows:

1. Successful instruction, as assessed by review of materials such as course syllabi, a class visit, a reflective statement, and the results of student evaluations as detailed below.
2. Adherence to University requirements for syllabus content, and fulfillment of responsibilities detailed in the UMS--PATFA Agreement, Article 13.
3. Adherence to course objectives and program learning outcomes, as defined by current course descriptions, and the appropriate administrator (program coordinator).
4. No pattern of adverse materials in the personnel file within the preceding semesters.

PROBATIONARY FACULTY REVIEW

The probationary review for PATFA faculty begins in the first semester of teaching in JST and is completed in the second semester.

The Judaic Studies coordinator will provide each new faculty member with a copy of the review policy at the time of hire. The coordinator will notify the instructor of the

pending evaluation, normally during the first month of the semester. As soon as possible, the coordinator will meet informally with the faculty member to answer any questions about the process and to learn more about the faculty member's background and approach to teaching.

In the first month of the second semester, the faculty member will be asked to provide the following to the coordinator or their AFUM faculty member designee from the Judaic Studies Advisory Committee:

1. a current CV (including professional development activities completed or new skills acquired),
2. student evaluations from the review period (the first two semesters of teaching),
3. the most recent syllabus for each course taught,
4. a reflective statement after the course has ended, as described below, and
5. any additional materials the faculty member would like to submit to demonstrate satisfactory performance (examples of student work, instructor feedback, evidence of pedagogical training, etc.).

The coordinator or their designee will evaluate the materials submitted, as well as the personnel file. A class visit will be arranged in the second month of the semester. After the visit, the coordinator or their designee will schedule a brief meeting with the faculty member to discuss the visit and other materials submitted.

After the semester has ended, when student evaluations have become available, the instructor will be asked to provide a brief reflective statement (no more than two pages) on their teaching during the review period: what worked, what didn't work, what the instructor plans to do differently in the future, and what additional support from the program might help the instructor succeed.

Completed reviews will take the form of a letter, normally no longer than two pages. The letter will be copied to the PATFA faculty member and to the personnel file. The review letter will be completed as soon as possible after student evaluations and the reflective statement have become available. Suggestions for improvement will be offered regarding any issues identified.

Should concerns arise, the faculty member may be asked to meet with the appropriate administrator to discuss these concerns and develop a plan to address them.

The PATFA faculty member will have the right to respond in writing within two weeks of receiving the review. This response will be added to the personnel file. The coordinator will forward the letter, along with any response from the PATFA faculty member, to the Office of Human Resources.

FOURTH SEMESTER REVIEW

As stipulated in the PATFA--UMS Agreement, all PATFA faculty are evaluated in the fourth semester of teaching for the unit and every fourth semester thereafter. Fourth semester reviews are cumulative, covering the work of the semesters since the previous review.

Early in the review semester the coordinator will inform the faculty member of the pending evaluation.

The faculty member will be asked to provide the following to the coordinator or their AFUM faculty member designee from the Judaic Studies Advisory Committee:

1. a current CV (including professional development activities completed or new skills acquired),
2. student evaluations from the review period,
3. the most recent syllabus for each course taught,
4. a reflective statement after the course has ended, as described below, and
5. any additional materials the faculty member would like to submit to demonstrate satisfactory performance (examples of student work, instructor feedback, evidence of pedagogical training, etc.).

The coordinator or their designee will evaluate the materials submitted, as well as the personnel file. A class visit will also be arranged, normally in the second month of the semester. After the visit, the coordinator or their designee will meet with the faculty member to discuss the class session and materials submitted.

Completed reviews will take the form of a letter, normally no longer than two pages. The letter will be copied to the PATFA faculty member and to the personnel file. The PATFA faculty member will have the right to respond in writing within two weeks of receiving the review. This response will be added to the personnel file. The coordinator will forward the letter, along with any response from the PATFA faculty member, to the Office of Human Resources.

STREAMLINED EVALUATIONS AFTER INITIAL FOURTH SEMESTER REVIEW

Beginning with the second fourth semester review (eighth semester) no course visit or meeting with the coordinator or their designee will be required but they may be

requested by the faculty member. The coordinator or their designee will review the faculty member's current CV, a summary of student evaluations from the evaluation period, the most recent syllabus for each course taught during the review period, any additional materials the faculty member would like to submit, and the personnel file. Completed reviews will take the form of a letter as detailed for the initial fourth semester evaluation above.