

Department of Physics and Astronomy
Evaluation of Part-Time Faculty
Approved 3/20/2023

Part-time faculty members in the Department of Physics and Astronomy shall be evaluated in accordance with the Bargaining Agreement between the University of Maine System and the Part-Time and temporary Faculty Association (PATFA).

- Part-time faculty are to be evaluated by the Department Peer Committee and the Department Chair during the fourth semester of employment, and every fourth semester of employment thereafter. The part-time faculty member shall be notified at the beginning of each semester in which the evaluation will occur.
 - In unusual circumstances the Peer Committee may decide to conduct an evaluation prior to the fourth semester.
- The Part-time faculty member shall provide a recent CV, a summary of their instructional activities, including course/curriculum development as well as a summary of any scholarship, service, advising as well as any work required in the job description. They may include extra information to assist the Peers in the evaluation process.
- The University shall provide the Peer Committee student evaluations, the job description, and shall have access to their personnel file.
- The Evaluation shall primarily focus on the most recent 2-years of information and shall consider instruction, course and curricular development as appropriate.
 - Other areas including, but not limited to, scholarship/research, service within the discipline or within the department or other University units, advising, membership on committees.
- The Peers shall produce a written letter evaluating the work of the faculty member, with specific suggestions for improvement where appropriate. This letter shall be sent concurrently to the faculty member by email and to the Chair. The faculty member shall have two weeks to supply written comments which will be attached to the evaluation and placed in the personnel file.

From Article 9E of the PATFA contract, "The evaluation shall result in an overall finding of "satisfactory" performance, "needs improvement," or "not satisfactory" performance. 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."