

## **Evaluation process for Part-time Faculty in the Department of Psychology**

Part-time faculty in Psychology will be evaluated prior to the conclusion of the second semester of initial employment, prior to the conclusion of the fourth semester of employment, and every fourth semester thereafter.

As provided in the UMS-PATFA Agreement, evaluation of part-time faculty will result in an overall finding of “satisfactory” or “not satisfactory.” Satisfactory performance is defined to mean the part-time unit member has successfully met or exceeded departmental requirements and expectations as outlined below.

### **Criteria for a satisfactory review in the department of psychology:**

1. Successful instruction as assessed by review of materials such as course syllabi, class observation, teaching statement, and student evaluation.
2. Adherence to course objectives and program learning outcomes as defined by course descriptions and as directed by the department chair or undergraduate coordinator.
3. Participation in curricular development and assessment activities for classes being taught as directed by the department chair or undergraduate coordinator.
4. No pattern of adverse materials in the personnel file within the preceding four semesters.

### **General Policies, Practices, & Timeline**

1. Early in the evaluation semester, the chair of the department will notify the faculty member that they are up for review and will provide a copy of this evaluation policy. The chair will notify the faculty member that they can set-up a meeting with the chair to discuss any aspect of the evaluation process.
2. A three person committee will be formed consisting of tenured/tenure eligible faculty or just-cause protected/eligible lecturers in the department.
3. The chair of the part-time faculty member’s peer committee will request that the part-time faculty member submit syllabi for courses taught since the previous evaluation, a teaching statement/philosophy that addresses their teaching during the review period (such a statement would typically include what worked, what didn’t work, what the instructor plans to do in the future, innovative approaches they tried, and what additional support from the program they think would help), and student evaluations. The chair of the peer committee will also notify the faculty member that they can set-up a meeting with the peer committee to discuss any aspect of the evaluation process.

4. The peer committee will reach out to the part-time faculty member being evaluated to set-up a time to observe the faculty member's teaching for 1 or 2 classes. Preferably two faculty from the peer committee will observe the faculty member's teaching. If for some reason that cannot be arranged, a member of the tenured/tenure eligible faculty or just-cause protected/eligible lecturers not on the peer committee can serve as 1 of the observers. Observation of teaching will not occur unless the part-time faculty member has been informed that an evaluator will be attending or watching a class.
5. The peer committee will review all the material, and based on those materials, will write a formal evaluation letter concluding with either "satisfactory" or "not satisfactory" performance. Suggestions for improvement will be offered for any issues identified. The evaluation letter will be sent to the PATFA member, to the personnel file, and to the chair of the department.
6. The PATFA member will have the right to respond in writing within two weeks of receiving the evaluation letter. This response will be added to the personnel file. Upon request, the part-time faculty member may request a meeting (to occur within 30 days from the request) with the peer-committee chair or chair of the department to review in person the faculty member's evaluation.
7. The chair of the department will send the evaluation letter, and any response from the PATFA member, to the Dean of the College of Liberal Arts and Sciences and the Office of Human Resources.