Evaluation of PATFA and other part-time faculty in the School of Computing and Information Science (SCIS)

Approved by the SCIS faculty on March 10, 2023

This document describes the evaluation of PATFA unit members and other part-time faculty member (summarily referred to as *PATFA member* hereafter) teaching in the School of Computing and Information Science (*SCIS*), as required by Article 9 of the PATFA-UMS contract and University of Maine System guidance.

1. PATFA members teaching in SCIS will be evaluated during their second and fourth semesters of teaching, and every fourth semester of teaching thereafter.
2. Early in the evaluation semester, the SCIS Director or a delegate will notify PATFA members who are scheduled to be evaluated.
3. The PATFA member is requested to submit (a) a current CV, (b) the syllabus and available SET data for each course taught since the last evaluation, and (c) a sample of a graded assignment and of a graded exam from one course taught since the previous evaluation. The PATFA member may submit additional supporting documentation if they wish.
4. The evaluation will be performed by two evaluators who are regular faculty members (tenured, tenure-track or full-time lecturers) and are selected by the SCIS Director. The SCIS director will seek recommendations from the regular faculty who are primarily associated with the program(s) wherein the PATFA member has taught since their last evaluation. As far as possible, at least one evaluator teaches in the same program wherein the PATFA member has taught since their last evaluation and at least one evaluator (possibly the same one) is an expert in the subject matter that has been taught by the PATFA member.
5. The evaluation process will include a review of the PATFA member's CV, syllabi and SET data and other submitted documentation from the period being evaluated, and a review of previous evaluations from the evaluated PATFA member's personnel file. At least one of the evaluators will perform a classroom observation of the PATFA member's teaching either in-person or online. The PATFA member shall be given at least one week notice prior to the classroom observation. The classroom observations shall by summarized in writing but do not become part of the PATFA member's personnel file.
6. The evaluators will submit a written report to the SCIS Director, including a recommendation of either "satisfactory" performance, "needs improvement", or "not satisfactory" performance.
7. The SCIS Director will prepare a written evaluation, with the report and recommendation attached. In addition, the SCIS director may wish to meet with the PATFA member being evaluated. The written evaluation (with report and recommendations) will be shared with the PATFA member via email or, if explicitly requested, via mail to their home address.
8. The PATFA member will have the right to respond in writing within two weeks of receiving the review and the response will be added to the personnel file.
9. Following this period of two weeks the SCIS Director's evaluation, the written report and recommendation from the evaluators, and the PATFA member's response should there be one, will be shared with the Office of Human Resources and the CLAS Dean's office, and will be placed in the PATFA member's personnel file.