

# School of Performing Arts

## Evaluation of Part-time Faculty in Music, Theatre, and Dance

Following the stipulations of the University of Maine System and Part-time Faculty Association (PATFA) collective bargaining agreement, part-time faculty in the School of Performing Arts will be evaluated according to the following procedure:

- Part-time faculty are to be evaluated before the conclusion of the fourth semester of employment and every fourth semester after that. The Director of the School of Performing Arts or the part-time faculty member may request a review in the second semester of teaching, but it is not required.
- Part-time faculty must be notified at the start of the semester that they will be evaluated.
- Part-time faculty must be informed at least one week in advance if an evaluator (either the director of SPA or an AFUM member who is their designee) will attend a class session.
- Part-time faculty have two weeks to respond in writing to the completed written evaluation.

As the UMS-PATFA Agreement provides, the evaluation will result in an overall finding of “satisfactory,” “needs improvement,” or “not satisfactory.” Satisfactory performance means the part-time unit member has successfully met or exceeded departmental requirements and expectations as outlined below in the academic unit’s evaluation criteria and has no pattern of adverse materials in their personnel file within the preceding four semesters of employment (PATFA Agreement, Article 9). “Needs improvement” performance indicates that the Director of the School of Performing Arts has concerns about the long-term effectiveness of the part-time faculty member. The Director will review those concerns with the part-time faculty member, which must be addressed before the next review period.

PATFA collective bargaining agreement:

<http://www.maine.edu/about-the-system/system-office/human-resources/labor-relations/>

**The School of Performing Arts criteria for a satisfactory teaching review are as follows:**

1. Successful instruction, which will be assessed by any combination of (a) reviewing materials such as course syllabi and student work, (b) class visit(s), (c) a reflective statement submitted by the PATFA member, (d) the results of student evaluations, or (e) other items of value to the evaluative process requested by either the Director of the School of Performing Arts or the PATFA member.
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, the policy committee, and the Director of the School of Performing Arts.
4. No pattern of adverse materials in the personnel file within the preceding four semesters.

## TEACHING EVALUATION FORM

### Overall Rating:

**1 – Not Satisfactory**

**2 – Needs Improvement**

**3 - Satisfactory**

The form below will be used as a guide for evaluating instruction during a visit to the classroom or online course platform (e.g., BrightSpace). An overall rating of ‘satisfactory’ is achieved with satisfactory rankings in a minimum of 4 categories. A ‘needs improvement’ rating is achieved with satisfactory ratings in 3 categories. A ‘not satisfactory’ rating is achieved with satisfactory ratings in 2 or fewer categories.

<b>Categories</b> (Some examples of relevant evidence are listed, but the list provided should not be considered comprehensive)	<b>Score</b> (circle one) 1 = Not Satisfactory 2 = Needs Improvement 3 = Satisfactory		
<p><b>Prepared and Organized</b> As evidenced by the part-time faculty member:</p> <ul style="list-style-type: none"> <li>• Planning for the semester, the unit, the week, the day’s activities</li> <li>• Sharing a syllabus containing student learning outcomes, objectives, assignments, homework, schedule, special requirements, grading, guidelines, learning outcomes, or other required information</li> </ul>	1	2	3
<p><b>Clear Communication</b> As evidenced by the part-time faculty member:</p> <ul style="list-style-type: none"> <li>• Sharing information in a clear, understandable manner.</li> <li>• Communicating appropriately with students and colleagues.</li> <li>• Answering questions completely and freely.</li> <li>• Providing feedback regularly and in a manner that helps students learn.</li> <li>• Breaking down technical artistic elements through appropriate scoping and sequencing of instruction.</li> </ul>	1	2	3
<p><b>Command of the Subject</b> As evidenced by the part-time faculty member:</p> <ul style="list-style-type: none"> <li>• Demonstrating advanced knowledge of their content area(s).</li> <li>• Staying current in the field.</li> <li>• Summarizing new concepts to aid learning and retention of material.</li> </ul>	1	2	3
<p><b>Engaged Style of Teaching</b> As evidenced by the part-time faculty member:</p> <ul style="list-style-type: none"> <li>• Presenting material/concepts in ways that are interesting and engaging.</li> <li>• Reinforcing major points with meaningful examples, or illustrations.</li> <li>• Demonstrating concern for teaching quality through reflective practice.</li> <li>• Modifying course practices based on relevant student evaluations of teaching.</li> </ul>	1	2	3
<p><b>Active Learning</b> As evidenced by the part-time faculty member:</p> <ul style="list-style-type: none"> <li>• Involving students in points of discussion, participation, and/or activities, when appropriate.</li> <li>• Creating opportunities for peer-to-peer interaction, when appropriate.</li> </ul>	1	2	3