

October 30 , 2019

PATFA and part-time faculty evaluation process

This document addresses the evaluation of PATFA unit members and other part-time faculty teaching in the Department of Mathematics and Statistics, as required by Article 9 of the PATFA-UMS contract and University of Maine System guidance.

1. University of Maine System guidance and the PATFA-UMS contract require that PATFA unit members be evaluated during their second and fourth semesters, and every fourth semester thereafter.

2. The Department Chair will inform part-time faculty and PATFA unit members scheduled to be evaluated at the beginning of the semester when the evaluation is to be undertaken. The faculty member to be evaluated is not required to submit any supporting documentation beyond the materials already in their personnel file, but may do so if they wish.

3. The PATFA-UMS contract and UMS guidance require that the evaluation is undertaken by full-time faculty members. Our policy will require that the evaluations be undertaken by two such faculty members, who will be selected by the Department Chair, and will include (as far as is possible) at least one faculty member who has previously taught the course, or who is otherwise understood to be expert in the subject matter.

4. The evaluation process will include a review of the PATFA member's syllabi and SET data from the period being evaluated, and a review of previous evaluations, all of which are in the evaluated faculty member's personnel file, to which the evaluating faculty shall have access, and of any additional supporting documentation submitted. It will also include a classroom visit, which will follow as closely as possible the procedures used by the peer committee when evaluating full-time faculty. The evaluating faculty will submit a written report to the Department Chair, including a recommendation of either "satisfactory" or "unsatisfactory" performance.

5. Having received the report and recommendation from the evaluating faculty, the Department Chair will prepare a written evaluation, with the report and recommendation attached. This documentation will be provided to the PATFA unit member being evaluated, either at their home address or by email. The PATFA member will then have two weeks to respond in writing, should they wish to do so. Following this period of two weeks all documentation, including 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.