

Part-Time Faculty Association (PATFA) Evaluation Process

Department of Philosophy, Approved November 24, 2019

This document addresses the evaluation of PATFA unit members as required by Article 9 of the PATFA-UMS contract and University of Maine System guidance.

Process:

1. An incoming adjunct instructor will be given a copy of this review process and the document “Principles of Effective Teaching,” which will be used to help guide evaluations of the instructor’s teaching.
2. A probationary review will occur in the second semester of teaching, before the adjunct becomes a member of the bargaining unit.
3. During the fourth semester of teaching, and every fourth semester of teaching thereafter, the PATFA member is to be evaluated. See the UMS-PATFA Agreement, Article 9, for details.
4. The Office of Human Resources will notify those who are up for review according to the PATFA schedule. Usually this notification comes via email early in the semester when the review is to be completed. If the department chair is not copied on the email, we ask that the faculty member forward this notification to the chair to assure that the review committee will be informed that a review is required.
5. The Department of Philosophy will evaluate PATFA unit members scheduled to be evaluated and apprise Office of Human Resources (OHR) when the evaluation is complete. Each review will be carried out by a designated member of the department’s full-time faculty, normally a member of the peer committee (the tenured faculty).
6. As stipulated by the UMS-PATFA Agreement, the evaluation 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 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” (UMS-PATFA Agreement, Article 9).
7. The evaluation process includes a classroom visit by a full-time tenured faculty member. The evaluator will also review the PATFA member’s current CV, syllabi, SET data, and previous evaluations. The evaluator will use the document outlining principles of effective teaching as a guiding rubric during this process. The evaluator will compose a letter to the department chair, normally no longer than two pages, including a final assessment of the PATFA member’s performance as either “unsatisfactory” or “satisfactory” performance. The peer committee will discuss the review letter in draft stage before submitting the final evaluation to the department chair. The chair will append a brief letter either acknowledging receipt and support of the evaluation or, if

needed, adding additional evaluator comments (including any dissension). These letters will be shared with the PATFA member.

8. The evaluation letters will be placed in the PATFA member's personnel file.
9. The PATFA member has the right to respond in writing within two weeks of receiving the review. This response will be added to the personnel file.
10. The department chair will forward the letter, along with any response from the PATFA member, to the Office of Human Resources.

Materials to be supplied by PATFA member (or probationary faculty member):

- A current CV
- A list of courses taught during the review period, organized by semester
- A summary of student evaluations (or complete SETs) for the review period
- The most recent syllabus for each different course taught during the review period
- A sample assignment from each different course taught

The department's criteria for a satisfactory review are as follows:

1. Successful instruction, as assessed by review of materials such as course syllabi and student work, a class visit, and the results of student evaluations. Specific criteria for this assessment are outlined in the document "Principles of Effective Teaching."
2. Adherence to University requirements for syllabus content, and fulfillment of responsibilities detailed in the UMS-PATFA Agreement, Article 13.
(<https://umaine.edu/citl/teaching-resources-2/required-syllabus-information/>)
3. Adherence to course objectives, as defined by the course committee, current course descriptions, and the appropriate administrator (department chair, course coordinator, and/ or program director)
4. No pattern of adverse materials in the personnel file within the preceding semesters.

Note:

We value the professional activities of our adjunct colleagues. However, given that part-time appointments do not carry service, research, scholarly or creative responsibilities, such activities are not required for satisfactory evaluation.