

CMJ GUIDELINES FOR EVALUATION OF PART TIME FACULTY

Department of Communication and Journalism PATFA Evaluation Process: 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. University of Maine System guidance and the PATFA-UMS contract states that evaluations of PATFA members “will normally be conducted in the fourth semester a unit member teaches at a campus and every fourth subsequent semester of teaching at that campus.”

2. The Department of Communication and Journalism will evaluate PATFA unit members scheduled to be evaluated and apprise the Office of Human Resources and the CLAS Dean when the evaluation is complete.

3. The evaluation process will proceed as follows:

A. The chair will notify the PATFA member that they are due to be evaluated.

B. The PATFA member will submit a teaching portfolio to the chair containing, at a minimum, syllabi for each course taught since the last evaluation. The PATFA member is welcome to supply other materials in the portfolio that demonstrate teaching effectiveness, such as student teaching evaluations. The portfolio should be provided electronically (Google Drive or email).

C. The chair will instruct the PATFA member and a full-time faculty member from the department to schedule a classroom visit.

D. The classroom evaluator will complete a “Classroom Observation Form” (see below) and submit to the chair.

E. The chair will review the classroom observation form and the PATFA member’s teaching portfolio, SET data, and previous evaluations (if available).

F. The chair will write a formal evaluation. The evaluation shall result in an overall finding of either “Satisfactory Performance”, “Needs Improvement,” or “Not Satisfactory” performance, and the evaluations will be shared with the PATFA member.

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G. The PATFA member has two weeks to submit a written response to the evaluation.

H. The chair will submit the evaluation letter, and the PATFA member’s written response (if any) to the Office of Human Resources and the CLAS dean.

4. The entire packet will be placed in the PATFA member’s personnel file.

Department of Communication and Journalism
Teaching Evaluation Form for PATFA evaluations

TEACHING EVALUATION FORM

1. "Satisfactory Performance"
2. "Needs Improvement"
3. "Not Satisfactory"

This form is to be employed by the designated full-time CMJ faculty member conducting a PATFA member's teaching evaluation. It is to be completed as a result of classroom, or online course platform, observation of teaching.

An overall rating of "Satisfactory Performance" is achieved with "Satisfactory Performance" rankings in a minimum of 6 categories

Category	Criteria	1	2	3	n/a
Preparation and organization	-Syllabus clarity: Learning outcomes and course objectives stated clearly.	1	2	3	n/a
	-Syllabus clarity: Assignments, deadlines, and classroom activities (if applicable) are clearly specified. Student responsibilities are defined, and required course materials are named and accessibility noted (i.e.: online access, bookstore, reserve desk at library, etc.). Syllabus contains all University of Maine required syllabus statements and generally follows University of Maine syllabus guidelines .	1	2	3	n/a
	-Organization of Day's Lesson: Clearly explains the class meeting's learning goal(s) and assignments due (if applicable).	1	2	3	n/a
Classroom Management and Communication	-Communication: Communicates ideas, concepts, descriptions, examples, and other key components of instruction clearly.	1	2	3	n/a
	-Communication: Moderates class discussion in an effective, inclusive and inviting manner. Minimizes digressions and keeps discussion focused.	1	2	3	n/a
	-Communication: Solicits questions and allows space for clarification (and	1	2	3	n/a

	feedback). Encourages an exchange of ideas as part of the learning process.				
	-Active Learning: If appropriate, encourages peer-to-peer interactive, or employs other “active learning” modalities.	1	2	3	n/a
	-Enthusiasm for Subject Matter: Evidences enthusiasm for subject matter in classroom presentation.	1	2	3	n/a
Applicable Competencies	-Demonstrated Knowledge: Demonstrates expertise in the content area(s), as evidenced by use of current and up-to-date references, citations, and assignments.	1	2	3	n/a
	-Engaged Teaching: Presents material/concepts in ways that are interesting and involving. Reinforces major points with meaningful referent, example, or illustration	1	2	3	n/a

Additional Comments: