

Department of Political Science Criteria for Evaluation of Part Time Faculty

This document outlines the process and criteria by which the Department of Political Science (POS) will evaluate PATFA unit members. Evaluation will be conducted in accordance with Article 9 of the PATFA-UMS contract and University of Maine System guidance. PATFA members will be evaluated in the fourth semester that a faculty member teaches in POS and every fourth semester thereafter, although a PATFA member may be evaluated in their second semester after their initial appointment at the discretion of the POS Chair. The evaluation of Part-Time Faculty will result in an overall finding of “satisfactory” performance, “needs improvement,” or “not satisfactory” performance.

Basis of Evaluation

PATFA members will ordinarily be evaluated based on teaching, course development and construction, and curricular development. Teaching will carry the most weight in the evaluation process. Elements in the evaluation of teaching can include (but are not limited to): knowledge and command of the subject, course preparation and organization, quality and clarity of communication, engaged style of teaching, promotion of active learning, and classroom management. The materials that will be used in assessing these elements can include (but are not limited to): Student Evaluations of Teaching (SET), course syllabi, classroom (live or virtual) visits and observations, and submitted student work. Evaluations may also be based on other areas such as departmental, college, University, and University System assignments and service; professional activities; public service in the discipline; publications and papers; research; scholarly writing; student advising.

Process

- A. The POS Chair will notify the PATFA member as early as possible in the semester they are due to be evaluated.
- B. The PATFA member will submit a teaching portfolio to the chair containing, at minimum, syllabi for each course taught since the last evaluation. The PATFA member may submit additional materials that speak to their teaching effectiveness and/or other criteria upon which they are being evaluated. The PATFA member must also submit a current CV/resume.
- C. The POS Chair, in consultation with the POS Peer Committee, will coordinate with the PATFA member to schedule a classroom observation. The classroom observation will be conducted by the POS Chair or a member of the POS Peer Committee. A written summary of this observation will be produced and provided to the POS Chair.
- D. The POS Chair will review the teaching portfolio submitted by the PATFA member, SET data, the classroom observation summary, the PATFA member’s current CV/resume, the PATFA member’s personnel file, and any other material submitted by the PATFA member for consideration in the evaluation process.

- E. The POS Chair will prepare a formal evaluation of the PATFA member. The evaluation will result in an overall finding of “satisfactory” performance, “needs improvement,” or “not satisfactory” performance. The formal evaluation will be shared with the PATFA member.
- F. The PATFA member has two weeks from the date of the POS Chair’s evaluation to submit a written response to the evaluation.
- G. The POS Chair will submit the evaluation letter and the PATFA member’s written response (if any) to the CLAS Dean and to the Office of Human Resources.
- H. The entire evaluation packet will be placed in the PATFA member’s personnel file.

Adopted February 16, 2023