

DEPARTMENT OF MODERN LANGUAGES AND CLASSICS
EVALUATION OF PART-TIME FACULTY IN
MODERN LANGUAGES AND CLASSICS

Following longstanding tradition in the department and stipulations of the Bargaining Agreement between the University of Maine System and the Part-time and Temporary Faculty Association (PATFA), part-time faculty in will be evaluated at these points in their service:

1. Part-time faculty are to be evaluated prior to the conclusion of the second semester of initial employment, prior to the conclusion of the fourth semester of employment, and every fourth semester of employment thereafter.
2. Part-time faculty must be notified at the start of the semester during which they will be evaluated.
3. Part-time faculty must be informed if an evaluator will attend a class session.
4. Part-time faculty have two weeks to respond in writing to the completed written evaluation.
5. Adjuncts not otherwise scheduled for review will also be evaluated when teaching a given course for the first time, or teaching in a new delivery format (e.g. live rather than online, or vice versa).

As stipulated by the UMS-PATFA Agreement, the evaluation will result in an overall finding of “satisfactory”, “not satisfactory” or “needs improvement”. 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).

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, a reflective statement, and the results of student evaluations.
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, and the appropriate administrator, chair, or program director.
4. No pattern of adverse materials in the personnel file within the preceding four semesters.

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

Last reviewed: January 16, 2024

General Policies and Practices

All PATFA faculty are evaluated in the fourth semester of teaching for the department and every fourth semester thereafter. Eligibility for review is tracked by the Office of Human Resources. The fourth semester review is a cumulative review, covering the work of the semesters since the previous review. Reviews are carried out by designated members of the department's full-time faculty.

Early in the review semester, the full-time faculty will assign one of its members to carry out the review. The reviewer will meet with the faculty member before the review begins, to clarify the process and discuss any concerns.

The faculty member will be asked to provide the following materials to the reviewer:

- A current c.v., including any professional development activities completed.
- A reflective statement (no more than two pages) about the teaching during the review period, summarizing what is working well, what could be improved, what the instructor intends to change in future, and how the department might best support the instructor's success.
- A list of courses taught during the review period, organized by semester.
- Copy of students' evaluations for the review period.
- The most recent syllabus for each different course taught during the review period.

The reviewer will evaluate the materials submitted, as well as the personnel file and the results of student evaluations. A class visit will be arranged, normally in the second month of the semester. After the visit, the reviewer will meet briefly with the faculty member to discuss the class session and materials submitted.