

PATFA Classroom Observation Form: Department of Art

1. Date of Classroom Observation

Example: December 15, 2012

2. AFUM member's name (person completing this form)

3. PATFA member's name (person being observed)

4. Course Number/Name

Ratings

5. 1) Organization

Mark only one oval per row.

	Not Observed	Poor	Acceptable	Exemplary	Not Applicable
Begins on time in an orderly and organized fashion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reviews and/or links to prior learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clearly states outline and goal for class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains logical flow of presentation (i.e., does not engage in tangential remarks unrelated to topic)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summarizes and distills information at end of class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Organization Comments

7. 2) Content

Mark only one oval per row.

	Not Observed	Poor	Acceptable	Exemplary	Not Applicable
Information presented was factually correct	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information is up-to-date	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Material is appropriate to course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses appropriate visual aids/multimedia/other materials	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes links to "real world" or other applications	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Content Comments

9. 3) Interaction

Mark only one oval per row.

	Not Observed	Poor	Acceptable	Exemplary	Not Applicable
Instructor asks questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students ask questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor encourages interactions between students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor has positive interactions with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor speaks clearly and effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Interaction Comments

11. 4) Classroom/Studio Management

Mark only one oval per row.

	Not Observed	Poor	Acceptable	Exemplary	Not Applicable
Instructor maintains a clean studio classroom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor demonstrates proper skills and techniques	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor observes students in the studio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor supervises studio space and equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Classroom/Studio Comments

Overall Rating

13. Overall instructional rating for the observed class session

Mark only one oval.

- Very ineffective
- Ineffective
- Somewhat ineffective
- Neither effective nor ineffective
- Somewhat effective
- Effective
- Very effective

14. Overall comments

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Department of Art

PATFA Promotion Guidelines and Instructions, July 2019

Promotion to Adjunct Associate Professor

I) Eligibility

As per the current agreement between UMS and PATFA, PATFA Faculty are eligible to apply for a promotion in academic rank (PATFA Agreement, Article 16). As per Department of Art criteria, PATFA members can apply for promotion after six years of service at their current rank.

A PATFA faculty member seeking promotion should have had a full-time faculty peer evaluation through classroom observation within the four semesters prior to their application for promotion. If necessary, during the 2019-20 academic year, evaluation can occur during the same semester as promotional review as a separate process and in time for the classroom visit to be documented for the promotional process. In subsequent years, the classroom visit and evaluation should be completed in a prior semester. Records of PATFA faculty evaluations/classroom visits are kept in the Department and HR faculty personnel files.

II) Schedule

- September 15, for promotion to take effect the following January
- February 1, for promotion to take effect the following September

Applicable deadlines in the PATFA Agreement will supersede these, should there be a discrepancy.

III) Application Components

PATFA members applying for a promotion in academic rank shall submit a written application and accompanying documentation on or before the dates indicated above.

Only complete applications will be reviewed. Complete application dossiers must include the following:

1. A letter of application detailing qualifications for promotion that references the criteria below
2. A statement of teaching philosophy
3. Syllabi of each course taught during the previous 6 years
4. Documentation of classroom visit(s) by full-time faculty peer
5. A summary of quantitative Student Evaluations of Teaching from the previous 6 years, using the standard College of Liberal Arts and Sciences template and appropriate comparative averages
6. Representative examples of qualitative Student Evaluations of Teaching (only written comments signed by students) covering the previous 6 years
7. A current curriculum vitae
8. Copies of any performance evaluations from the previous 6 years
9. Any other documentation that helps in the evaluation of the applicant's teaching performance
10. In addition, applicants are encouraged to document creative and scholarly activities and achievements as well as relevant service to the public, university, and/or profession

IV) Review Process

1. The full-time faculty of the Department of Art chair shall select a Peer Review Committee, consisting of three full-time tenured or tenure-track faculty members. One tenured faculty member shall be designated by the members as chair of the Peer Committee.
2. The Peer Committee reviews the applicant's dossier and, if requested, the applicant's personnel file.
3. The Peer Committee writes a review that recommends for or against promotion and submits to the Department chair, copying the applicant at his/her home mailing address or by email (PATFA Agreement, Article 9, Section G).
4. The applicant then has two (2) weeks to reply in writing to the review and recommendation. The Peer Committee letter and applicant response, if any, will be placed in the applicant's personnel file.
5. The chair will review the applicant's dossier, the Peer Committee's letter, and the applicant's written response, and then make a separate recommendation for or against promotion.
6. The chair will forward his/her recommendation, along with the materials listed in #5 above, to the Dean of the College of Liberal Arts and Sciences (the "appropriate academic administrator" per Article 16, Section F) who will decide for or against promotion.

V) Evaluation Criteria

Evaluation of applications for promotion in the Department of Art is based primarily on assessment of a PATFA member's teaching performance, the first area of the Department's tripartite mission. The two other areas—creative process/scholarship/research and professional service—may be considered where appropriate (PATFA Agreement 9.D.3).

In the evaluation of contributions to the teaching mission of the Department of Art, level of participation, ability to develop effective teaching strategies, and quality and effectiveness of performance from the preceding six years will be considered. The following will be used to assist in the evaluation of these contributions:

1. Setting and achieving appropriate student learning outcomes
2. Course and curriculum development as appropriate to assigned area (in conjunction with full-time faculty in some areas)
3. Maintaining current and relevant curriculum
4. Addressing issues of conceptual, cultural, and historical diversity
5. Informing, evaluating, communicating effectively with, and inspiring students, so as to maintain a positive learning environment
6. Keeping regular office hours
7. Contributing to the educational mission of the Department and the University as a whole
8. Maintaining and managing teaching spaces, facilities, and equipment:
 - A. Providing an organized and safe learning environment
 - B. Working with the University and Department to keep updated Safety and Environmental Management records in area
 - C. Staying current on required and suggested trainings in categories identified by University and Department, and abiding by relevant University and Department policies
 - D. Maintaining, organizing, and securing classroom equipment and technology

Department of Art

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 require that PATFA unit members be evaluated during semesters 2, 4, 8, 12, 16, etc.
2. The Department of Art will evaluate PATFA unit members scheduled to be evaluated and apprise OHR when the evaluation is complete.
3. The evaluation process includes a classroom visit by a full-time tenured faculty member. The classroom evaluator will complete a "Classroom Observation Form" (attached here) and review the PATFA member's syllabi, SET data, and previous evaluations. The classroom evaluator will submit the "Classroom Observation Form" to the Department chair. The chair will then write a formal evaluation, concluding either "unsatisfactory" or "satisfactory" performance, and share it with the PATFA member, the Office of Human Resources, and the CLAS dean.
4. The evaluation will be placed in the PATFA member's personnel file.
5. The PATFA has two weeks to respond in writing to the evaluation. The response will be placed in the personnel file.

