

EVALUATION OF PART-TIME FACULTY IN ENGLISH

As revised 10-16-15

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 English will be evaluated at these points in their service:

1. A probationary review in the second semester of teaching, before the adjunct becomes a member of the bargaining unit. In the English Department, this review is begun in the first semester and completed in the second.
2. During the fourth semester of teaching, and every fourth semester of teaching thereafter. See the UMS-PATFA Agreement, Article 9, for details. In the English Department, these reviews will be streamlined for adjuncts who have taught eight or more semesters with the department, unless the record raises concerns that would justify a full review.
3. 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" 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).

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, as detailed below.
- 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**, as defined by the course committee, current course descriptions, and the appropriate administrator (department chair, course coordinator, and/ or program director)
- 4) **Participation in curricular development and assessment activities for multi-section courses**, such as course committee meetings, calibration sessions, ENG 101 portfolio grading, etc. Committee chairs will make all reasonable attempts to schedule such meetings at times when most people can attend.
- 5) **No pattern of adverse materials in the personnel file** within the preceding semesters

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.

For details on University requirements referenced in 2) above, go to: [<http://umaine.edu/upcc/forms/>](http://umaine.edu/upcc/forms/) Templates>Must Have Syllabus Language Updated

General Policies and Practices

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.

Teaching done as a graduate teaching assistant is not counted as adjunct teaching for purposes of the review timeline or membership in the bargaining unit.

Each review is carried out by a designated member of the department's full-time faculty, normally a member of the peer committee (the tenured faculty). The peer committee will discuss the review letter in draft stage. Completed reviews will take the form of a letter, normally no longer than two pages, from the reviewer to the department chair. The letter will be copied to the PATFA member and to the personnel file.

The PATFA member will have the right to respond in writing within two weeks of receiving the review. This response will be added to the personnel file.

The department chair will forward the letter, along with any response from the PATFA member, to the Office of Human Resources.

REVIEW PROCESS AND TIMELINE

A. NEW FACULTY – Departmental Review

The probationary review for adjunct faculty begins in the first semester of teaching with the department and is completed in the second semester.

The department chair will provide each new faculty member with a copy of the review policy at the time of hire.

The chair of the peer committee will notify the instructor of the pending evaluation, normally during the first month of the semester, and will assign one of the full-time faculty to carry out the review. New faculty in a multi-section course will normally be evaluated by the course coordinator or program director.

As soon as possible, the reviewer will meet informally with the faculty member to answer any questions about the process and to learn more about the faculty member's background and approach to teaching.

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

- A current c.v.
- The most recent syllabus for each different course taught
- A sample assignment or assignment sequence from each different course taught

- Selected papers showing the instructor's feedback to student work at various skill levels
- A reflective statement after the course has ended, as described below.

A class visit will be arranged, normally in the second month of the semester. After the visit, the reviewer will schedule a brief meeting with the faculty member to discuss the visit and other materials submitted.

After the semester has ended, when student evaluations have become available, the instructor will be asked to provide a brief reflective statement (no more than two pages) on the teaching during the review period: what worked, what didn't work, what the instructor plans to do differently the next time, and what additional support from the department might help the instructor to succeed.

The review letter will be completed as soon as possible after evaluations and the reflective statement have become available. Suggestions for improvement will be offered in regard to any issues identified.

Should concerns arise, the faculty member may be asked to meet with the appropriate administrator, course coordinator or program coordinator to discuss these concerns and develop a plan to address them.

B. FIRST TIME WITH A NEW COURSE

The first time any adjunct faculty member teaches a specific course, or teaches a familiar course using a new delivery method, he or she will be evaluated on that course following a process similar to that for the first-semester review.

C. FOURTH SEMESTER REVIEW

As stipulated in the PATFA-UMS Agreement, 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.

Early in the review semester, the peer committee 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 or new skills acquired
- 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
- A summary of student evaluations for the review period
- The most recent syllabus for each different course taught during the review period

- A recent assignment or assignment sequence from the course most frequently taught
- Selected papers from the course most frequently taught, representing the instructor's feedback to student work at various skill levels

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.

When multi-section courses are among those taught, the reviewer will confer with appropriate course coordinators or administrators to confirm that the faculty member has adhered to course objectives and participated in course committee meetings, assessment activities, etc.

D. STREAMLINED FOURTH SEMESTER REVIEW for Established Adjuncts

A streamlined evaluation process will apply to faculty who have taught successfully for the department for eight semesters or more.

No review of graded papers, reflective statement, class visit, or meetings between reviewer and faculty member will be required, although any of these may be arranged at the faculty member's request.

A member of the full-time faculty will be assigned to review the personnel file as well as the following materials provided by the faculty member under review:

- a current c.v. (including any professional development activities completed or new skills acquired)
- a list of courses taught during the review period, organized by semester
- a summary of student evaluations from the review period
- the most recent syllabus for each different course taught
- a recent sample assignment from each different course

When multi-section courses are in the mix, the reviewer will confer with course coordinators or administrators to confirm that the faculty member has adhered to course objectives and participated in course committee meetings, assessment activities, etc.