

approved leave. An absentee ballot may be accompanied by a written evaluation of the candidate for presentation at the personnel meeting.

All ballots shall be placed in an envelope clearly marked with the name of the member being voted on. The envelope shall be sealed and retained by the Chairperson until the conclusion of all evaluations. At the conclusion of all evaluations, the ballots shall be counted.

Any notes taken during the review process may not be included in the submission to the personnel file. These are personal notes and should be held in strict confidence.

## 1.2 Joint Appointments

Evaluation of joint appointments will be based upon the faculty member's documents. Members of a joint peer evaluation committee from within the psychology department will have the same responsibilities as members of the personnel committee. They will be elected to the joint peer committee by the personnel committee.

## PART 2: FACULTY PERSONNEL POLICIES

### 2.1 Timing of Faculty Evaluation

The timing of faculty evaluations is governed by university policy and contractual arrangements with AFUM and PATFA.

### 2.2 Evaluation of Part-Time Faculty

Newly hired part time faculty will be evaluated on a semester basis, within a month of the date that student evaluations have been made available, until their fourth semester of instruction, at which time satisfactory review results in PATFA membership. The first three semesters of review will involve chair perusal of qualitative and quantitative student evaluations to determine satisfactory performance. The department chair will initiate a more substantive review process at the beginning of the fourth semester of instruction by providing the part time faculty member(s) with an abridged version of the full time faculty dossier template for completion. Part-time faculty will be requested to complete section III, Part A of the dossier template, pertaining to teaching profile and teaching philosophy, in addition to section IV of the dossier, pertaining to summaries of qualitative and quantitative student evaluations. Finally, part-time faculty will be instructed to provide a CV and course syllabi alongside their completed abridged dossier.

Part-time faculty will be given a month to complete their dossiers and submit their requested materials to the department chair, who will then make the dossier and accompanying materials available to the department to discuss strengths and weaknesses during a faculty meeting, and draft a letter of evaluation for the part-time faculty personnel file. The part-time faculty member will receive a copy of the evaluation letter and will have one week to provide a written response, if so inclined, to be attached to the evaluation and placed in their personnel file. As required by PATFA, evaluations of part-time faculty will take place once every four semesters after the fourth semester of instruction.

### 2.3 Faculty with Full-Time Continuing Appointments (Lecturers)

Faculty with full-time, continuing appointments will be evaluated in the same way that full-time tenured/tenure track faculty are evaluated (below). The areas to be evaluated will be those