

Part-Time Faculty Performance Review and Evaluation

Overall evaluation of part-time faculty members focuses on two areas: 1) teaching experience and effectiveness; and 2) professional accomplishments. *Service to the department or college is not required but should be acknowledged as part of professional accomplishments.* There is no institutionally prescribed weighting of these areas; each Department develops its own specific weighting based on departmental priorities.

A detailed and informative CV or professional résumé must accompany the performance review.

Essential elements of a comprehensive evaluation of part-time faculty members include:

- Faculty member's self-evaluation/report, plus CV or résumé
- Substantive data from student evaluations of courses and instructors
- Chairs' and/or directors' observations of classroom activity or evaluations of classroom effectiveness
- Faculty members' documents of accomplishments that includes a record of service to the department or college, a detailed list of activities in one's field or fields outside of Art Center, and a cover letter detailing years of employment, courses taught, and any other information that might positively reflect on the application. This may include internal or external peer review.

Review Process

1. Department Chairs are required to review every part-time faculty member in their designated home department by the conclusion of each specific 3-year cycle.
2. The faculty members are to submit a self-evaluation form and any other relevant material prior to meeting with the Chairs of their home departments.
3. Faculty members will provide up-to-date syllabi, and be prepared to discuss course learning outcomes and in-class activities and assignments.
4. Part-time faculty members will provide an updated résumé and summary of professional / educational growth, with emphasis on activities since the last review (or hire date). This summary should include any service to the department and the college.
5. Chairs, designated Faculty Directors, or designated full-time faculty members will visit and observe a significant portion of at least one classroom session to assess the faculty member's pedagogical style and objectives. The observers may use the "Faculty Performance Review Worksheet" as a guide.
6. Chairs and faculty members will meet to discuss the elements of the review and determine next steps, as appropriate. As an outcome of this meeting, Chairs will

produce a written review of the faculty member's performance. When faculty members teach in more than one department, they should meet similarly with each Chair. The other Chairs should provide a written review to the faculty member's home department Chair for inclusion in the final documentation.

7. The faculty member will be asked to sign the final form as an acknowledgement of receipt and of the process. The signature does not necessarily indicate an endorsement of the performance review. The faculty member will be given an opportunity to include comments in an appropriate section of the form.
8. The completed faculty evaluation form must be submitted to the Office of the Provost. If the faculty member and the department chair are unable to reach an accord regarding the review, the faculty member has the option to request an appeal to the Provost. Upon completion of the entire process, original documents will be stored in Human Resources.

A satisfactory to outstanding faculty performance review and evaluation serves as the basis for:

- Renewal of appointment at the College
- Possible advancement in rank or title
- Possible change in status, such as transition to a 1-year letter of appointment