

FPPM Proposed Changes for Part-Time Faculty Evaluation

1) Section III

III. R. REVIEW OF LECTURERS, CLINICAL EDUCATORS AND ADJUNCT FACULTY

Persons employed as lecturers, clinical educators or adjunct faculty are not eligible for tenure and are therefore not classified as "probationary faculty." However, all lecturers and clinical educators shall be reviewed by the Department Promotion and Tenure Committee and the department chair. ~~Adjuncts-All adjuncts~~ shall be reviewed by the department chair (or her/his designee).

2) Section III. R.

3. Adjunct Faculty

~~a. Review of adjunct faculty members is required each year (Fall, Spring, Summer). All adjunct faculty members are evaluated by the department chair (or her/his designee) in the first semester that they teach of any given year (Fall, Spring, Summer). The first such review shall occur during the adjunct's first semester of employment. Subsequent reviews shall occur during alternating semesters of teaching employment thereafter.~~

b. The review of the adjunct faculty shall be limited to a consideration of teaching effectiveness as defined by departmental standards available from the department chair (see Section P.1, General Criteria for Evaluation) and of appropriate participation in department activities.

~~c. In the event that the semester during which an adjunct instructor is to be reviewed occurs other than during the regular academic year, the chair of the department in which the adjunct instructor teachers may arrange with the appropriate school dean for an alternate review schedule.~~

c. The chair shall review adjunct faculty within his or her department according to the time schedule specified in Appendix B. The chair shall transmit a recommendation letter to the adjunct faculty member, copied to the appropriate dean. A recommendation letter will include (a) a summary of the chair's review, including the methods used to determine the adjunct's qualifications and suitability, and (b) a recommendation regarding the possible future employment of the adjunct member by the University. ~~The chair shall also at that time share the review summary and recommendation with the adjunct faculty.~~

3) Appendix B

Time Table for Review of Adjunct Faculty Members

Review of adjunct faculty members is required each year (Fall, Spring, Summer). Recommendation letters are addressed to the adjunct faculty member and copied to the Dean of the College. All adjunct faculty members are evaluated by the department chair (or her/his designee) in the first semester that they teach of any given year (Fall, Spring, Summer). Dates are given below.

~~**Note:** Review of adjunct faculty members is required at the end of the first semester's employment, and, if employment is continued, at the end of every other semester of employment. Dates given below are for both semesters, and should be adapted to meet each individual case.~~

Fall Review

~~by January 26 **Department Chair** completes review of fall semester adjunct faculty who must be reviewed.~~

~~by February 2 **Department Chair** sends recommendations on adjunct faculty to the **adjunct faculty member and Dean of the College**. The recommendation letter is to be addressed to the adjunct faculty member.~~

by January 26 **Department Chair** completes review of all fall semester adjunct faculty.

by January 31 **Department Chair** sends a recommendation letter to each such **adjunct faculty member**, copied to the **Dean of the College**.

Spring Review

~~by May 19 **Department Chair** completes review of spring semester adjunct faculty who must be reviewed.~~

~~by May 24 **Department Chair** sends recommendations on adjunct faculty to the **adjunct faculty member and Dean of the College**. The recommendation letter is to be addressed to the adjunct faculty member.~~

by May 19 **Department Chair** completes review of spring semester adjunct faculty who weren't evaluated in the previous fall.

by May 24 **Department Chair** sends a recommendation letter to each such **adjunct faculty member**, copied to the **Dean of the College**.

Summer Review

by August 26 **Department Chair** completes review of summer adjunct faculty who weren't evaluated in either the previous fall or the previous spring.

by August 31 **Department Chair** sends a recommendation letter to each such **adjunct faculty member**, copied to the **Dean of the College**.