

Department of Economics, Agricultural Studies, and Social Sciences
Evaluation of Temporary Part-Time Faculty

The Department chair or designee will be responsible for reviewing temporary part-time faculty. Principle evaluation will include the IDEA form or department substitute administered in compliance with the Collective Bargaining Agreement. As stipulated in 33/AS/13/FAC “All faculty unit employees and administrators who teach are required to conduct student evaluations in no less than 50% of all courses per year with a minimum of one course per semester using the IDEA Short Form or approved substitute(s).” A file of normal class materials used will be maintained in the department office. Each semester the Department chair or designee will meet with the faculty member to discuss his/her classes. Any student input will also be taken into consideration. Constructive comments and suggestions will be made. It is normal practice in the Department to ask prospective part-time temporary faculty to make an appropriate classroom presentation to students with full time faculty present prior to being hired. Full time department faculty members may attend additional class presentations to aid in mentoring performance as scheduled voluntarily in advance with the part time faculty member. All full time faculty members in the department will make themselves available, mentoring the temporary faculty member in any way deemed beneficial.

This procedure is meant to be a guideline with variations designed to deal with the class, material, and situation at hand. In all cases the procedures are meant to be uniformly applied and positively assist the faculty member.

Temporary faculty unit employees holding a three-year appointment pursuant to Article 12.13 shall be evaluated in the third year of the appointment.

This periodic evaluation shall consider the faculty unit employee’s cumulative work performance during the entire three-year appointment. A subsequent three-year appointment shall be issued if the temporary faculty unit employee is determined by the appropriate administrator to have performed in a satisfactory manner in carrying out the duties of his/her position.

Temporary faculty unit employees eligible for a three-year appointment pursuant to Article 12.12 shall be evaluated in the academic year preceding the issuance of a three-year

These policies and procedures were developed to comply with policy 34/AS/13/FAC.

September 2008
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