

Procedure for the review of temporary faculty
Psychology/Child Development

1. Part-time faculty will be reviewed once a year, using IDEA forms, and possibly department forms as they are developed. At least 50% of the classes the faculty teach will be evaluated. In addition, if time and resources permit, additional student, staff and faculty input will be solicited. Also, if conditions warrant it, class visits may be part of the review. These will only be arranged in consultation with the department RPT committee, the department chair and the instructor to be visited. In general, part-time faculty will be reviewed by the department chair or the CDEV coordinator (for CDEV temporary faculty), with consultation to the various subcommittees as needed (Graduate, undergraduate, CDEV). For all IDEA forms, satisfactory performance will be considered in the average range (or above with noted 'above average performance').
2. Full-time temporary faculty will be reviewed by the department's RPT committee, using IDEA forms, and possibly department forms as they are developed. In addition, if time and resources permit, additional student, staff and faculty input will be solicited. Also, if conditions warrant it, class visits may be part of the review. These will only be arranged in consultation with the department RPT committee, the department chair and the instructor to be visited. At least 50% of the classes the faculty teach will be evaluated.
3. Upon occasion the part-time or full-time temporary faculty may have other responsibilities in addition to, or in lieu of teaching. In those cases those duties will be evaluated by the chair, in collaboration with faculty and staff and students working directly with those personnel. A summary of the duties expected will be provided, along with an evaluation of the performance. If performance is cited as needing improvement, suggestions for improved performance will be provided if possible.
4. For more challenging reviews (ones with many complaints from students or poor IDEA evaluations) the existing RPT committee may be involved at the behest of the Chair, or the individual faculty member under evaluation. In the event that the RPT committee is unable to handle such a review, a special committee will be formed consisting of 2 or 3 tenured faculty from the department. Prior to the reviews being forwarded to the dean, the individual under review will have the chance to review and respond to the written review.
5. Three year appointees will be reviewed as per the timelines established by the URPTC.
6. For all temporary faculty employees eligible for a three-year appointment, a written evaluation will be completed in the year prior to the three-year appointment. A rating of either satisfactory or unsatisfactory will be based on the cumulative work performance of the temporary faculty employee during the entire three-year period.
7. For all temporary faculty employees holding a three-year appointment, a written evaluation will be completed in the third year of the appointment. A rating of either satisfactory or unsatisfactory will be based on the cumulative work performance of the temporary faculty employee during the entire three-year period.
8. The appropriate department committee will send a written review to the temporary faculty who may submit a rebuttal statement or response in writing and/or request a meeting be held to discuss the recommendation within ten (10) calendar days following receipt of the recommendation.