

Department of Sociology, Gerontology and Gender Studies

Department Evaluation Policy and Procedures for Temporary Faculty

As laid out in the Academic Senate resolution 33/AS/13/FAC and 34/AS/13/FAC all departments must have a written policy on evaluation of temporary faculty. This document is the approved department policy. New revised policy mandates that 50 percent of all classes needed to be evaluated yearly as noted in 33/AS/13/FAC.

Part-Time Instructors

The department Chair or his/her designee will be responsible for the evaluation of part-time instructors. Evaluation process will consist of the following:

- 1-Main data in the evaluation will be the official university evaluation IDEA
- 2-Chair or designee will solicit feedback from full-time faculty regarding part-time faculty
- 3-Additionally, written comments from students will be included in evaluation

A final evaluation letter will be completed at the end of Spring semester. A copy of that evaluation will be shared with the part-time instructor. The part-time instructor will have seven days to write a rebuttal if desired, and all materials will be forwarded to the Dean's Office and to the Faculty Human Resource department to be placed in the permanent file of the part-time faculty member. The letter shall contain a recommendation whether to retain part-time instructor for potential future teaching assignments.

Full-Time (VL) Temporary Faculty

Evaluation of full-time faculty will fall under the purview of the department Retention, Promotion and Tenure committee which is elected each fall semester.

Full-time Faculty Responsibilities

All full-time faculty will be responsible to create a Working Personnel Action File (WPAF) that will be form the record of faculty performance. Items to be included in the file include:

- 1- Vita
- 2- IDEA evaluations from selected class
- 3-Prior year reviews
- 3- Any additional documentation that the full-time faculty member wishes to include in that file that is relevant for review such as student letters, comments or other items to show faculty performance

Department Retention, Promotion and Tenure Review Committee

It will be the responsibility of the elected department RPT committee to review each full-time faculty member during every spring semester. The committee should follow the university approved RPT calendar for due dates. The committee will have, at a minimum, a consultation with the Department Chair at the beginning and end of the review process.

- 1-The RPT committee shall write a letter of evaluation for the faculty member
- 2- The RPT committee can request an in-class evaluation of the candidate, if desired, using the department approved Part-Time In-Class Evaluation Form. The In-class evaluation form is to be completed by the RPT committee or their designee
- 2-Final recommendation should be made available to the faculty member under review
- 3-The faculty member under review will be given seven days to write a rebuttal if desired
- 4-The RPT Committee should submit their letter and the candidate's WPAF to the Chair
- 5-The Chair can write an independent review if not on the department RPT committee at his/her discretion
- 6-The Chair should forward the WPAF, department RPT committee letter, rebuttal letter if appropriate and Chair letter, if completed, to the Office of the Dean
- 7- Both new 3-year and current 3 year contingent faculty are to be evaluated in their 3rd year and rated as either satisfactory or non-satisfactory.

Revised and approved: January 31, 2014