

Evaluation Procedures for Temporary Faculty
College of Arts and Sciences

- I. Upon appointment, temporary faculty should be advised of department review processes, expectations in course objectives and syllabus construction, academic integrity policies, and general grading criteria in the department.
- II. The department chair should have routine contact with temporary faculty, whether informally or in a structured meeting during the semester, to respond to faculty needs and address specific challenges that may have arisen in the classroom.
- III. The department chair should assign a tenure track faculty member to review the performance of temporary faculty each semester (or perform the review him/herself). At a minimum, faculty should be observed at least once in each academic year that they teach. New faculty should be observed the semester in which they begin teaching. Upon completion of the visit, the reviewer should meet with the faculty member in a timely manner to discuss the session and offer constructive feedback as appropriate. Following this meeting, the reviewer should submit a written report of the visit to the Chair and the faculty member under review.
- IV. The department chair should inform temporary faculty of professional development and funding opportunities on campus, such as charlas offered by the Center for Teaching and Learning and support from the Enhanced Student Faculty Interaction Fund.
- V. At the end of each semester, the Chair and/or a tenure track faculty member should review teaching evaluations of all temporary faculty and discuss possibilities for improvement as appropriate.

May 2003 approval by Chairs and Directors