

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
PART-TIME FACULTY EVALUATION

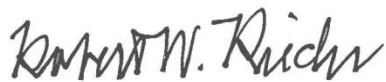
<u>Number</u>	02.01.10
<u>Division</u>	Academic Affairs
<u>Date</u>	April, 2005
<u>Purpose</u>	To provide an institution-wide policy for the annual evaluation of part-time faculty in the academic colleges. The part-time faculty category is described in Section 7.2.2.4 of the <i>Faculty Handbook</i> .
<u>Policy</u>	The annual evaluation of part-time faculty is performed at the college or departmental level, typically by the department chair, dean, or their designee or a committee. This evaluation includes an evaluation of teaching effectiveness and whether the faculty has met the teaching effectiveness criteria, comments regarding performance, and a recommendation regarding reappointment based on teaching effectiveness and overall performance. The results of this evaluation are sent to the dean of the college for review and kept in the personnel file of the part-time faculty member.
<u>Procedures</u>	<p>The General Information needed for evaluation purposes include:</p> <ul style="list-style-type: none">• Current Vita• Syllabi for courses taught during the evaluation period• An example of a representative assignment and/or graded work• Grade distributions and SIE summaries for courses taught during the evaluation period• Sample student work content• Self-evaluation• Evaluation based on observation by dean, chair or designee <p>The General Criteria and Expectations for evaluation purposes are:</p> <ul style="list-style-type: none">• Meeting class periods as scheduled• Content mastery and preparedness• Use of appropriate text and instructional material• Meeting departmental expectations for course organization• Effectiveness of presentation and delivery• Appropriateness and effectiveness of interactions with students• Holding regularly scheduled office hours outside of class time

- Exhibiting appropriate interpersonal skills when dealing with students, faculty and administrators
- Held exams as scheduled and final exams during the regularly scheduled final exam period
- Responsiveness to emails and other forms of communication
- Submission of grades on time

Review

Academic Affairs will review the policy every five years or sooner as needed.

Approval



Chief University Counsel



Provost and Executive Vice President for Academic Affairs

APPROVED:



President