

NAZARETH COLLEGE

PART TIME FACULTY INITIAL EVALUATION FORM

The goals for Part Time Faculty Evaluation are as follows:

1. To measure the effectiveness of instructor performance.
2. To provide reasonable criteria for reappointment.
3. To encourage continued growth in instructor performance.
4. To indicate a formal measure of evaluation has occurred before future course assignments are made.

INSTRUCTOR NAME:_____

SEMESTER: Fall____, Spring____, Summer A____, Summer B____ **DEPARTMENT:**_____

COURSES TAUGHT:

COURSE PREFIX AND NUMBER	TITLE	CREDIT HOURS

EVALUATION

	YES	NO
SYLLABI: Are the syllabi available and acceptable?		
COURSE EVALUATIONS: Were course evaluations completed for appropriate courses?		
COMMENDATIONS:		
RECOMMENDATIONS:		
Is the instructor acceptable for subsequent teaching appointments? (If the Department Chair does not intend to rehire the faculty member, the review would be filed; however, a signature is not required.)	YES	NO

Department Chair/Supervisor _____ Date _____

Part-Time Faculty Member _____ Date _____

PROCEDURE FOR INITIAL PART TIME FACULTY EVALUATION

1. Beginning in the fall semester of 2015, all part-time faculty members in their **initial semester of appointment** would receive a formal evaluation. Instructors who have taught prior to that semester would continue to utilize any departmental evaluation protocols currently engaged. The following procedures would refer to part time faculty in their initial semester of appointment.
2. Department Chairs making **initial faculty appointments for part time faculty** would utilize the form on the Academic Affairs website. The current form can be found at https://www2.naz.edu/files/3414/1813/3927/Adjunct_Contract_Request.pdf.
3. Department Chairs should inform new part time faculty that an initial evaluation will occur in the first semester. In order to do this Department Chairs would need to review:
 - a. Any syllabi utilized for the semester.
 - b. Student/Course evaluations- completed via departmental forms or through IDEA
4. Department Secretaries would monitor the list of initial part time faculty appointments to remind part time faculty members and chairs of the various components of the review that must be engaged during the semester.
5. Department Chairs should remind faculty that they would need to complete student course evaluations utilizing either the departmental format or IDEA.
6. After grades have been submitted, chairs should initiate the formal initial review for part time faculty members they intent to rehire for subsequent terms using the Part Time Faculty Initial Evaluation Form.
7. Chairs should offer formal feedback to the initial part time faculty that they intend to rehire, and secure the appropriate signatures required by the form. If the Chair does not intend to rehire the faculty member, the complete of the formal review is not necessary, but Chairs should note this in departmental files.
8. A copy of the signed form or the incomplete form (for faculty that will not be rehired) should be kept in the departmental personnel file.
9. Once the initial form has been completed, chairs are indicating that appropriate reviews have been conducted by assigning the part time faculty course sections on the course overviews. The placement of names on the course overview would imply that appropriate evaluation measures had been engaged.
10. Department Secretaries would enter the confirmation that the evaluation had been completed in Colleague for a permanent and formal record of the review.