

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

(Applies only to part-time faculty in their initial semester of appointment)

1. Beginning in the fall semester of 2015, all part-time faculty members in their initial semester of appointment will receive a formal evaluation. (Instructors who have taught at Nazareth College prior to that semester will be evaluated using departmental evaluation protocols currently in place.)
 - It is the responsibility of the department administration to document which part-time faculty will be reviewed as part of the initial review evaluation each semester.
2. Department Chairs should inform new part-time faculty that:
 - An initial evaluation will occur in the first semester.
 - They will be evaluated by students either through the department evaluation program or the IDEA program. (Currently, IDEA forms are not available to PT Faculty. If there is a move to online IDEA evaluation, that will be readily available to ALL faculty.)
3. After grades have been submitted, chairs should initiate the formal initial review for part-time faculty members.

For part-time faculty members deemed eligible for re-hire:

- a. Chairs should review syllabi used by the faculty member that semester and student/course evaluations completed as part of the department review program or the IDEA program in order to provide formal feedback.
- b. Chairs should complete the Part-Time Faculty Initial Evaluation Form, to be signed by the chair and the faculty member. The signed form should be kept in department personnel files.

For part-time faculty members deemed ineligible for re-hire:

- The Part-Time Faculty Initial Evaluation Form does not need to be completed; however it should be kept in department personnel files to document that the faculty member is not eligible for re-hire. Chairs should remember to remove the ineligible instructor from any overviews where they may have been listed.

Once the initial review has been successfully completed, chairs are indicating that appropriate reviews have been conducted by assigning the part time faculty course sections on the course overviews. The continuing placement of names on the course overview would imply that appropriate evaluation measures had been engaged.

NOTE: to make an initial part-time faculty appointment, the "Request for Letter of Appointment for Adjunct or Full-Time Faculty on Overload" form must be completed and approved.

https://www2.naz.edu/files/3414/1813/3927/Adjunct_Contract_Request.pdf