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TO: Deans, Chairs, and Directors

FROM: Tim Greene, Provost and Vice President for Academic Affairs

DATE: November 5, 2009

SUBJECT: Annual Performance Reviews (Part-time Faculty)

All part-time faculty members not on tenure-track appointments must receive annual performance reviews.

Deans will conduct the final review, writing to each candidate. The files will not be forwarded to the Provost for review. The forms for these reviews are attached. Please note that evaluations for part-time faculty are to be submitted on a different schedule.

**ANNUAL PERFORMANCE REVIEWS FOR PART-TIME FACULTY\*:**

Reviews for part-time faculty should be conducted using the criteria stipulated in the appointment letter (i.e., instruction, research involvement, service, or a combination, depending on the nature of the appointment). Please adhere as closely as possible to the procedures that apply to the performance reviews of all other faculty. Submit one copy of Form B for each person, with the department committee originating the form and with the recommendation of the department chair/director attached. Please attach summaries of teaching evaluations and any supporting documentation.

Department committees, department chairs/directors, and deans must make positive or negative recommendations based on the performance of the faculty member reviewed. The sample recommendations presented below may be used.

The faculty member has performed well and merits another appointment if a need arises for the member's services and funds are available.

The faculty member has not performed at the level required to qualify for another appointment.

\*NOTE: Part-time appointees must be evaluated at least annually or as they participate in the instructional program. **Part-time evaluations should be conducted prior to July 15 annually.**

c: President  
Director Academic Collective Bargaining

Attachments

**FORM B**

**ANNUAL PERFORMANCE REVIEW  
PART-TIME APPOINTMENT**

**DUE ON OR BEFORE JULY 15, 2010**

NAME: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

DEPARTMENT/SCHOOL: \_\_\_\_\_

ACADEMIC TERM(S): \_\_\_\_\_

Please circle as appropriate: The appointee **has** **has not** served on earlier occasions.

**NOTE:**      **The department chair/director must complete a separate form indicating his/her recommendation.**

Committee/chair assessment of the appointee's performance, applying standard university and department criteria as appropriate to the appointment.

1. Professional Competence (teaching effectiveness):

2. Other assignments:

3. Recommendation:

Committee/Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_