

TO: Deans, Chairs, and Directors

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

DATE: November 5, 2010

SUBJECT: Annual Performance Reviews (Term, Grant/Contract, and Part-time Instructors)

All term, grant/contract, and part-time instructors 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 instructors are to be submitted on a different schedule.

ANNUAL PERFORMANCE REVIEWS FOR TERM AND GRANT/CONTRACT FACULTY:

Annual performance reviews for term and grant/contract faculty must be completed by the unit faculty no later than March 15, 2011 and forwarded to the department chair. The review by the department chair must be completed no later than April 1, 2011 (Article 16.§6). Term faculty should only be evaluated on their performance in the areas of professional competence and service unless the term faculty member requests an evaluation of professional recognition (Article 16, Section 6). Grant/contract faculty should be evaluated on their performance related to grant activities. Submit one copy of Form A 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 continuation of the appointment or merits another appointment, if a position is available, and if the person can be reappointed (See Article 14, Section 2.1).

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

ANNUAL PERFORMANCE REVIEWS FOR PART-TIME INSTRUCTORS*:

Reviews for part-time instructors should be conducted using the criteria stipulated in the Western/PIO Agreement, as well as in the individual appointment letter (i.e., instruction, research involvement, service, or a combination, depending on the nature of the appointment).

The Western/PIO Agreement states the following:

12.1. Employees will be evaluated, at a minimum, once per academic year. This evaluation will be facilitated by the department chair and adhere to protocols established in this Agreement, by individual employing departments, and by the Office of the Provost.

12.2. Employees will be evaluated based on student evaluations; other evidence of teaching performance, such as course materials and department-identified materials; and classroom visitations.

12.2.1. Employees will conduct student evaluations, using the University-approved instrument and process, according to policy of the employing department for each appointment period.

12.2.2. Other evidence of teaching may be provided for evaluation, as long as it is consistent with department-developed criteria.

12.2.3. Classroom visitations may occur during each period of employment. Such visitations will be arranged with the department chair and follow department procedures.

12.2.4. Other professional activities, such as publications, may be submitted by the Employee in the evaluation process; however, since Employees are employed to teach, the quality of their teaching is the paramount concern in the evaluation process.

12.3. Employees will be given ten working days' notice of the date by which they must provide materials for the purpose of evaluation.

12.4. A copy of each evaluation shall be provided to the Employee, with an additional copy placed in the Employee's department personnel file.

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 part-time instructor has performed well and merits another appointment if a need arises for the member's services and funds are available.

The part-time instructor 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 A

**ANNUAL PERFORMANCE REVIEW
TERM OR GRANT/CONTRACT**

**FACULTY REVIEW DUE ON OR BEFORE MARCH 15, 2011
DEPARTMENT CHAIR REVIEW DUE ON OR BEFORE APRIL 1, 2011**

NAME: _____

COLLEGE: _____

DEPARTMENT/SCHOOL: _____

TERMINATION DATE: _____

Present Year of Term Appointment (Circle One): 1 2 3 4 5

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

Committee/chair assessment of the faculty member's qualifications and/or performance, applying university and department criteria as appropriate to the appointment (append additional sheets, if needed):

1. Professional Competence (teaching effectiveness):

2. Professional Recognition (scholarly and creative activities):

3. Professional Service:

4. Recommendation:

Committee/Department Chair: _____

Date: _____

FORM B

ANNUAL PERFORMANCE REVIEW
PART-TIME INSTRUCTOR APPOINTMENT

DUE ON OR BEFORE JULY 15, 2011

NAME: _____

COLLEGE: _____

DEPARTMENT/SCHOOL: _____

ACADEMIC TERM(S): _____

Please circle as appropriate: The appointee has has not had previous appointments.

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: _____