

Academic Labor Relations

Part Time Instructor Evaluations, 2016-2021



2016-2021 WMU/WMU-PIO Agreement

Changes in Appointment Type

	2017-2018	TRANSITION →	2020-2021
PT 1	Non-PIO PTI		Non-PIO PTI
PT 2	PIO/ Non-continuing		Instructor I
PT 3	PIO/Continuing		Instructor II

The diagram illustrates the transition of appointment types from 2017-2018 to 2020-2021. Three orange arrows originate from the 'TRANSITION' column. The top arrow, labeled 'All New PTI's', points from PT 2 to Instructor I. The middle arrow, labeled '2020', points from PT 3 to Instructor I. The bottom arrow, labeled '2018', points from PT 3 to Instructor II.

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Changes in Appointment Type by Merit

OLD: Continuing Status	NEW: Instructor II
<ul style="list-style-type: none">• Based on seniority	<ul style="list-style-type: none">• Based on merit
<ul style="list-style-type: none">• Automatically conferred	<ul style="list-style-type: none">• Instructor must qualify & apply; Chairs must review & recommend
<ul style="list-style-type: none">• Awarded for teaching twice within two years	<ul style="list-style-type: none">• Awarded on basis of 4-year teaching record and formal evaluation of professional competence
<ul style="list-style-type: none">• Renewed continually upon the teaching of 1 class every 12 months	<ul style="list-style-type: none">• Must be renewed every 4 years with a new professional competence review

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Changes in Benefits by Appointment Type

OLD: Continuing Status	NEW: Instructor II
<ul style="list-style-type: none">• “<u>Rebuttable presumption</u>” of future appointment in succeeding semester, dependent on unit needs/resources	<ul style="list-style-type: none">• Rebuttable presumption of appointment
<ul style="list-style-type: none">• 60-day notice of appointment/non-appointment	<ul style="list-style-type: none">• 60-day notice of appointment/non-appointment
<ul style="list-style-type: none">• WMU full-time retirees maybe be grandfathered into status	<ul style="list-style-type: none">• No grandfathering. Exceptions to required review/qualifications for exceptional candidates may be made by deans
<ul style="list-style-type: none">• All PTIs are limited to 1-semester appointments	<ul style="list-style-type: none">• Instructor II’s are eligible for academic year (multi-semester) and/or multi-year appointments

Annual Evaluations

Professional Competence Review Portfolio

Required Elements

- | | |
|---|---|
| <ul style="list-style-type: none">• Student Course Ratings (Chair's copies) | <ul style="list-style-type: none">• Copies of Student Course Ratings for previous 3 years |
| <ul style="list-style-type: none">• Course Materials: Course syllabi (mandatory), other materials as designated by DPS or selected by PTI. | <ul style="list-style-type: none">• Course Materials: Course syllabi (mandatory), other materials as designated by DPS or selected by PTI, such as innovative assignments/ materials |
| <ul style="list-style-type: none">• Classroom/online observations: <u>Required</u> in first semester of first appointment and by request of PTI or chair. A written summary of the observation/findings should be prepared by chair/designee and provided to PTI | <ul style="list-style-type: none">• Classroom/online observation records, if conducted.• Personal Narrative/Self-evaluation (@4-5 pages)• Current c.v.• Copies of all annual evaluations from prior 3 contract years of appointment received by instructor |

OPTIONAL

- | | |
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| <ul style="list-style-type: none">• Evidence of other professional activity or records, if PTI chooses (as value added). | <ul style="list-style-type: none">• Evidence of other professional activity or records, if PTI chooses (as value added). |
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Part-time Instructors Annual Performance Review/ Professional Competence Evaluation Timeline

(Required tasks/dates every term)

Procedure	FALL	SPRING	Sum I	Sum II
Latest date for Instructor and Chair/Director to agree on date/reviewer for observation, if required or requested.	October 1	Feb 1	May 15	July 15
Latest date for observation results to be given to Instructor, if conducted.	5 work days before end of term	5 work days before end of term	5 work days before end of term	5 work days before end of term
Latest date for Instructor to submit file of classroom and other materials to academic unit, to be held in the Instructor personnel file for up to 1 year, to be used in the annual and/or professional competence evaluation.	date semester grades are due	date semester grades are due	date session grades are due	date session grades are due

Part-time Instructors Annual Performance Review/ Professional Competence Evaluation Timeline

(Required tasks/dates annually)

Latest date for Instructor to submit written request for a Professional Competence evaluation to unit chair/director, if applicable.	“End of first week”, Spring semester
Latest date for Instructor to submit Professional Competence file/portfolio to unit chair/director, if applicable.	February 1
Latest date for chair to provide to faculty reviewers the evaluation materials, as per department policy.	Mar 1
Latest date for unit faculty review to submit results of the Instructor evaluation to chair/director, as determined by department policy	April 30
Latest date for chair/director to submit results of the faculty review (if applicable) and his/her review to dean.	June 8
Latest date for dean to finish review and provide Instructor written copy of the final Annual Evaluation summary form/outcome OR outcomes of Professional Competence Review	July 15
Latest date to send “60 Day Notice” to Instructors with continuing status for Fall term.	60 days prior to start of Fall semester
Retain evaluation results in faculty personnel file/provide copies to PTI	July 15