PHASE-IN TIMELINE: Evaluation of Part-time Teaching

Curtis Bennett and Judy Scaline (co-chairs)
Mariclare Costello
Arik Greenberg
Dorothea Herreiner
William Parham
Brad Stone
Robert Winsor
PHASE-IN
Evaluation of Part-time Teaching
Report of Sub-Committee
Curtis Bennett and Judy Scalin, co-chairs, Mariclaré Costello, Arié Greenberg, Dorothea Herreiner, William Parham, Brad Stone, Robert Winsor

TIMELINE OF PHASE-IN

SPRING 2015

- Complete Proposal (Report of the Subcommittee on Evaluation of Teaching of Part-Time Faculty) and submit to full Committee
- Full Committee, led by Vice Provost O’Sullivan, sends work to Provost

Please Note: The items below may extend into AY 2015-2016.

- Provost initiates appropriate process for final approval (and/or revision) of the Report of the Subcommittee (e.g., referring the Report to appropriate committees).
- Administrative body needs to:
  - Post appropriate materials on web-site or Box for efficient access;
  - Create Qualtrics or other on-line form for chairs to use when evaluating part-time faculty members – it needs to be simple, direct, efficient with room for thoughtfulness. These forms must be populated with part-time faculty and terms of service and dates of types of (special) reviews
  - Complete template for academic units: standards and procedures for the evaluation of teaching of part-time faculty.
  - Complete other forms which will be necessary for efficient and effective implementation (ongoing attention must be paid to the workload implications for all parties – part-time faculty, chairs, faculty, associate deans, deans, et al.)

2015-2016 – PHASE ONE of PHASE-IN

Assuming approval

- All academic units will complete the following BASIC MATERIALS for evaluation of teaching for ALL part time faculty:
  - Electronic (or paper) gathering from every part-time faculty member: (Basic Materials)
    a) Student Evaluations – including teacher reflection on evaluations
    b) Duties check sheet filled out by chair (see appendix)
    c) Course documents (syllabus and other appropriate documents as determined by academic unit)
    d) CV/Resume
o All chairs submit an evaluation form for ALL part-time faculty – BASIC MATERIALS. Rating will be 1) Outstanding, 2) Meets Standards, or 3) Needs Improvement, or 4) Unsatisfactory. Brief commentary will accompany ratings of 3) or 4). (Qualtrics or similar form used by Human Resources to evaluate staff.)

- **All academic units** will complete Evaluation and Advancement documents by first week of April 2016:
  
  o Describing *Standards and Procedures for the Evaluation of Teaching of Part-Time Faculty* in their academic unit and advancement to Lecturer II (year-long contract option). Academic units will employ University minimum standards for the use of Basic Materials for Evaluating Teaching of part-time faculty members.
  
  o They will also select the most appropriate mode(s) of evaluation of teaching of part-time faculty selected from the list of possible Additional Materials to be included for first year part-time faculty review from the following list:
    
    a) Classroom Observation (typically by other LMU faculty);
    b) Collection of sample representative student work plus rationale for selection of samples;
    c) Reflection on student evaluations;
    d) Written review of syllabus and assignments;
    e) Written response to instructor’s self-assessment of assignment(s), student work, and instructor feedback;
    f) Other appropriate item as approved by the dean’s office.

  These procedures also include a pattern for ensuring all part-time faculty are assessed at the level of using at least one mode of evaluation selected from ADDITIONAL MATERIALS every 3-6 years.

  o Describing *Standards and Procedures for Appointment of or Advancement of Part-Time Faculty to the Position of Adjunct Faculty*. These standards and procedures must be in alignment with University policies and practices.

- Provost or appointee(s) design a system for University approval of documents for the Evaluation of Teaching of Part-Time Faculty including the issues of advancement. Ideally this should be completed in time to append to contract and implement in 2016-17.

---

**2016-2017 – PHASE TWO of PHASE-IN**

- **All** academic units (e.g., colleges, schools, departments/programs) have placed on file their approved *Standards and Procedures for the Evaluation of Teaching of Part-Time Faculty* for retention and for advancement to year-long contracts (Lecturer II). These procedures also include a pattern for insuring all part-time faculty are assessed at the level of using at least one mode of evaluation selected from ADDITIONAL MATERIALS every 3-6 years.
o **Note:** Level 2 review for advancement to year-long contract **must include** classroom observations of part-time faculty members.

- **All** academic units have placed on file their approved *Standards and Procedures for Recommending Appointment of or Advancement of Part-Time faculty to the Position of Adjunct Faculty.*

- **All** academic units will complete the evaluations of **all** part-time faculty according to their own standards.
  o All chairs submit an evaluation form for **ALL** part-time faculty: Rating will be 1) Outstanding, 2) Meets Standards, or 3) Needs Improvement, or 4) Unsatisfactory. Brief commentary will accompany ratings of 3) or 4). (Qualtrics or similar form used by Human Resources to evaluate staff.)
  o This year
    o All continuing part-time faculty evaluations will consist of
      ▪ Basic materials
    o First year part-time faculty evaluations will consist of
      ▪ Basic materials, and
      ▪ At least one additional material
    o Part-time faculty evaluations for promotion to year-long contracts
      ▪ Basic materials
      ▪ Teaching philosophy and narrative of LMU teaching (reflection on development of teaching approaches and outcomes, provided documentation, annual reviews, discussion of standards of excellence, etc.)
      ▪ Compilation of all previous annual reviews (at least 1 satisfactory annual review required)
      ▪ Sample assignments and exams
      ▪ Summative classroom observation by other LMU faculty
  o Part-time faculty being considered for promotion to Adjunct:
    ▪ To be determined. The report makes recommendations, but Adjunct status hinges on reports of other subcommittees.

---

**2017-2018 – PHASE THREE of PHASE-IN**

- Provost appoints a task force to evaluate the process and outcomes of the plan.

- **All** academic units will complete evaluations as specified in their approved standards.