Appendix A: Procedure for Evaluation of Non-Tenure Track Faculty
(Approved by Personnel Committee and Chair Philip Suckling, 10/26/07 and Dean Ann Marie Ellis and Provost, 11/2/07)

Note: This procedure is a supplement to and in compliance with the University’s Performance Evaluation of Non-Continuing Faculty (PPS 8.11).

Full-time Senior Lecturer (3-year term) and Lecturer (1-year term):
Full-time Senior Lecturers and Lecturers are to complete the Liberal Arts College’s Annual Review of Faculty Performance on-line form. As is the case for probationary tenure-track faculty, teaching evaluations (student and peer) are to be routinely conducted. The PC sub-committee evaluators are to review the work of Senior Lecturers and Lecturers during the annual evaluation of performance. The sub-committee provides its qualitative evaluation of teaching and service to the Chair. The Chair is responsible for final performance and merit evaluation, including merit allocation, if applicable.

Program Faculty (i.e., non-tenure track research professors):
Program Faculty are to complete the Liberal Arts College’s Annual Review of Faculty Performance on-line form. The PC sub-committee evaluators are to review the work of Program Faculty during the annual evaluation of performance. The sub-committee provides its qualitative evaluation of scholarship and service to the Chair. The Chair is responsible for final performance and merit evaluation, including merit allocation, if applicable.

Part-time Adjunct (i.e., per-course teaching hires):
Teaching evaluations (student and peer) are to be routinely conducted for Part-time Adjuncts. The TA/Adjunct Mentoring and Review Committee is responsible for conducting faculty evaluations of teaching, reviewing student teaching evaluations, and providing mentoring assistance as needed for these instructors. The committee will provide qualitative evaluations of each instructor to the Chair. The Chair is responsible for performance evaluation of Part-time Adjuncts.

PhD Graduate Assistant with Instructor-of-Record Teaching Responsibilities (i.e., Doctoral Teaching Assistant):
Teaching evaluations (students and faculty) are to be routinely conducted for Doctoral Teaching Assistants. The TA/Adjunct Mentoring and Review Committee is responsible for conducting faculty evaluations of teaching, reviewing student teaching evaluations, and providing mentoring assistance as needed for these instructors. The committee will provide qualitative evaluations of each instructor to the Chair. The Chair is responsible for performance evaluation of Doctoral Teaching Assistants.