

# **Contract Instructor Evaluation Procedure for the College of Liberal Arts**

Approved by the Liberal Arts Council (2021)

## **Contract Instructor Evaluations for the year 2, 4, and 6**

Contract Faculty is assessed mainly on teaching performance. Contract faculty may engage in service and in scholarly or creative works, but the Departmental expectations should be lower than tenure-eligible faculty. Expectations for Contract Faculty should be made available to them at the beginning of their contract cycle.<sup>1</sup>The Faculty Annual Report is the evaluative tool used to assess Contract Faculty yearly.<sup>2</sup> However, in the first six years of employment, Contract Faculty will have an additional formal evaluation completed in their home Departments that will take place during fall semester in the first six years of employment (years two, four, and six). The evaluation will consist of a digital evaluation dossier and teaching observations.

## **Evaluation Committee**

Department Chairs will create a committee of at least three full-time faculty members, one of which should be an instructor, who will evaluate the Instructor and select a committee Chair. The committee should be comprised of faculty within the Instructor's home department but may also include faculty in other departments as necessary. Contract Instructors will receive the make-up of their committee within the first three weeks of the start of fall semester of the evaluation years two, four, and six. The committee should contact the Instructor and provide the details of the evaluation including, pertinent dates, details of the dossier, and class observation criteria. This information should be communicated to the Instructor shortly after the formation of the committee and no later than three weeks before the dossier is due to the committee. Contract faculty may request changes to their committee. Such requests should be made to the Department Chair and/or follow proper chain of command within individual departments.

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<sup>1</sup> Contract Faculty and the Evaluation Process According to the Handbook, contract faculty are “[m]embers of the teaching faculty appointed to serve in specified temporary assignments. These may be for one semester or an academic year and may be either on a part-time or full- time basis.” The Handbook further notes that contract faculty are 1. Eligible to receive, but not entitled to expect, renewal of appointments following the expiration of their current appointments; 2. Given assignments which are recommended by department chairs or supervisors and which are in accordance with policies found in the Handbook. These Handbook statements suggest that contract faculty are to be evaluated primarily based on their teaching performance. While a specific department may expect contract faculty to engage in service and in scholarly or creative work, these expectations should not be as high as those for tenure-eligible faculty. The expectations should be made a matter of record at the beginning of each contract cycle and should be referenced during each annual evaluation. Although teaching is the primary responsibility of contract faculty, the College of Liberal Arts supports contract faculty in their scholarly and creative endeavors.(College of Liberal Arts' Context and Criteria for Faculty Evaluation, Second Edition, Revised [Green Book] Page 10)

## **Dossier**

The dossier may have slight variations to reflect the differences of individual departments but should be consistent in form. Dossiers should be digital and saved in a PDF format with all items combined into one document. The dossier should include; Instructor Review Form, service documentation, CV, and at least one example class assignment. Review materials also include course evaluations and syllabi, but do not have to be included in the review documentation. The dossier may include **optional** items such as rubrics, student examples, service projects, research materials, professional development, and other pertinent work and/or achievements. The dossier will be used by the committee for evaluation purposes and should not be disseminated for other purposes. Contract faculty retains the rights of their intellectual property consistent with University standards; these items should not be reproduced without permission.

## **Class Observation**

At least two members of the committee should observe the Instructor's teaching. Instructors will work with their committee to schedule teaching observation date(s). The teaching observation must be at least 50 minutes long (but no longer than 1 hour and 15 minutes). Exact details of the class observations regarding dates and length of observation should be provided to the Instructor prior to the class observation. The Instructor should receive a copy of any rubrics that will be used for assessment prior to assessment. Ideally, the committee should schedule dates of observation with at least two weeks' notice.

## **Dossier Evaluation and Teaching Letters**

After a class observation, the reviewer should submit their letter to the reviewee for feedback and/or discussion before final submission to the dossier. The committee will consider all applicable materials in the dossier and teaching observations, and, based on their findings, they will draft a letter. The committee will submit their letter to the reviewee for feedback and/or discussion before final submission to the dossier. The committee may adjust the letter based on the discussion they have with the Instructor before finalizing it. The committee should provide the Instructor with a copy of the draft evaluation letter prior to the meeting and the Instructor should receive the final evaluation letter at the time it is submitted to the department chair. Additionally, the reviewee has the option of writing a response to the class observation letters and/or the dossier evaluation letter. These letters shall be used in conjunction with the yearly FAR by the Chair for writing their recommendations for the Contract Instructor to the Dean of the College of Liberal Arts in year two, four, and six.

## **Contract Faculty Evaluation Beyond Year Six**

Contract Instructors will continue to be assessed yearly by the department Chair using the FAR. After which, there will be a four-year rotation of an evaluation that will include the full process described above. The criteria for class observations should be the same as stated above in year two, four, and six.

## **Instructor Review Form**

1. Describe the composition of your classes and how you adapt your pedagogy to meet student needs (freshman vs. upper class, adult learners, honors, LLC, etc.).
2. How do you incorporate technology in your teaching (Experimental technologies, software, etc.)?
3. In what ways do you keep current in your field?
4. Describe a teaching challenge that you experienced since your last review, how did you overcome this obstacle or make changes in your pedagogy?
5. Write a one to two-page reflective narrative should elaborate on any teaching, service, or other related information that was not addressed in any other area of the dossier.