

**THE HISTORY DEPARTMENT**  
**CRITERIA AND PROCEDURES**  
**FOR THE APPOINTMENT AND EVALUATION**  
**OF TEMPORARY FACULTY**  
**May 2018**

This document establishes the criteria and procedures for the appointment and evaluation of adjunct faculty. In the case of inconsistency between this document and the Collective Bargaining Agreement or the University Manual, the Collective Bargaining Agreement takes first precedence and the University Manual takes precedence over this document.

**I. Appointment of Adjunct Faculty:**

The appointment of adjunct faculty members will be based on the following criteria: Academic qualifications (the department prefers candidates who hold a Ph.D. in History or in a related discipline. Under special circumstances it will also consider continuing students with an M.A.); teaching experience and area of expertise; and scholarly and professional development.

Only individuals who are members of the department's Temporary Faculty Pool are eligible for assignment as need arises. To be included in the Temporary Faculty pool, applicants must submit a completed application, at least three letters of recommendation, a completed Academic Employment Form, and an official transcript showing the highest degree earned. Faculty committees, defined in Section III.A, will determine which pool members are qualified for what potential teaching assignments within the department.

When vacancies arise, adjunct assignments will follow the guidelines that the reigning contract specifies. Faculty committees will determine who is eligible for consideration for potential openings. The Department Chair will determine which eligible candidates are appointed to what available positions.

**II. Criteria for Evaluation of Adjunct Faculty:**

Evaluation of adjunct faculty members will be based on the following criteria.

**A. Teaching performance and effectiveness**

The committee in charge of adjunct faculty evaluations, described in Section III.A, will consider such measures as:

- overall command of the subject matter;
- currency in the field;
- preparedness;
- organization of the course;
- ability to provide an environment to raise student involvement and achievement;

- use of appropriate technology in the teaching and learning process;
- how well the course and course assignments designed by the instructor fulfill the course learning outcomes as defined in the appropriate course outlines.

The Committee will base its evaluations on the following criteria:

- student evaluations (which should have an average score of 2.0 or lower);
- peer evaluations;
- grade distributions;
- representative course syllabi;
- additional instructional materials such as handouts and examinations;
- completion of instructional responsibilities outside of the classroom

#### B. Completion of instructional responsibilities outside of the classroom

As members of the CPP community, all History faculty are dedicated to supporting and maintaining a scholarly community in which all share in the common enterprises of learning and instruction. The responsibilities of all History faculty include, but are not limited to:

- Completing and submitting course grades on time and in accordance with university policies;
- Conducting student evaluations in all courses;
- Returning graded work to students in a timely manner so they can evaluate their progress in the class;
- Meeting all department, college and university deadlines related to course instruction and lecturer contracts;
- Promptly responding to student, department, college, and university emails and written requests;
- Conducting regular office hours for student consultation in accordance with university policies.

Responsibility to meet these criteria rests with the individual faculty member.

#### C. Scholarly and professional development in support of the teaching assignment.

Adjuncts may engage in a variety of activities relating to scholarly development.

Adjuncts who wish to inform the department of such activities may present them for consideration as part of their evaluation. Activities should relate broadly to efforts to remain current in the field. Activities may include but are not limited to participation in professional societies, publications, and presentation of papers at conferences and other academic gatherings.

It is the responsibility of serving adjuncts and temporary pool members to submit evidence of their scholarship and professional activities in support of the teaching assignment for the department's consideration. The department committees, described in Section III.A, will at the request of an adjunct faculty member, consider such activities as part of the evaluation process.

### **III. Procedures for the Evaluation of Temporary Faculty:**

A. The Department will designate two three-person committees to supervise the evaluation of adjunct faculty each academic year. The department will maintain one Adjunct Faculty Review Committee for World History assignments another Adjunct Faculty Review Committee for US History assignments. The committee membership will include the coordinator of the relevant subject matter courses (World or American History) and faculty whose training and teaching assignments relate to World or US History. Evaluation of adjunct faculty by this committee will take place annually during the spring term.

B. The Committees will evaluate syllabi and other course materials as well as student course evaluations.

To facilitate this process, adjunct faculty members must turn in examples of their syllabi to the committee before the end of each academic year that represent the full range of an adjunct faculty member's course assignments during the past academic year.

Adjunct faculty members will be given the due date for these materials at the start of each academic year. It will be no later than March 1 each year.

Adjunct faculty members are also encouraged to submit examples of handouts, assignment instructions, and/or any other supporting materials

Adjunct faculty in third year review must submit student evaluations, syllabi, etc. covering the three (3) years under review.

Adjunct faculty in sixth year review must submit student evaluations, syllabi, etc. covering the six (6) years under review.

The department will retain these copies until the completion of the evaluation process.

The committee will also evaluate scholarly and related activities that adjunct faculty members submit for consideration.

The committee may request additional materials as needed to facilitate its review of adjunct performance.

The committee may also request examples of student work to assess the achievement of appropriate learning outcomes in one or more courses that adjunct faculty members teach. This process will follow the procedures and guidelines that the contract and university regulations mandate.

If an adjunct desires feedback on an evaluation packet before submitting it, they should contact the department chair well in advance of submission deadline.

The Committee may use these assessments to rank the adjunct faculty should the necessity arise.

The department requires that adjunct faculty members keep copies of their instructional materials and examples of student work in a portfolio or archive.

Adjunct faculty members should also keep a portfolio or archive of scholarly and professional activities that they may at their discretion submit for evaluation by the

department. Adjunct faculty members should submit an index of such activities that the department will place in the members' personnel action file (PAF).

C. Adjunct faculty must conduct student evaluations for all their courses. They must conduct these evaluations during a regular class session of the course under review. Under no circumstances may an instructor conduct an evaluation during finals week or at a time other than the regularly scheduled meeting time for the particular course under review. Student course evaluations will be administered by another member of the History Faculty or by a student, and then provided directly to the department secretary.

**D. The department will conduct a classroom evaluation of each adjunct hired during their first academic year of service. The department may require additional classroom evaluations. The department will determine in which course the evaluation will take place. Adjunct faculty members may request additional classroom evaluations. Adjuncts will receive notification of which course the department wants to evaluate in accordance with current contract requirements.**

E. The department will conduct a classroom evaluation of adjunct faculty who hold three-year contracts at least once during the contract's duration. Adjuncts will receive notification of which course the department wants to evaluate in accordance with current contract requirements.

F. The department will conduct a classroom evaluation of adjunct faculty who are in their sixth year. Adjuncts will receive notification of which course the department wants to evaluate in accordance with current contract requirements.

G. The department will create packages of student evaluations and supervise the processing of these evaluations.

The department will forward its reports, including original versions of classroom evaluations, student evaluation summaries, and other supporting materials to the CLASS Dean's Office by the end of spring semester each year. The department will also retain copies of all such materials in the personnel files it maintains for each employee in accordance with the contract and university regulations.

#### **IV. Movement from A range to B range:**

A range change may occur when a temporary faculty member is not eligible for more SSIs in their current range and will have been employed in their current range for at least five years by the end of the academic year. To qualify for a change from range A to range B, a temporary faculty member shall provide evidence of successful performance in teaching. Adjunct faculty members must formally request the change in a letter addressed to the department chair. The department's World or US Adjunct Review Committees, described in Section III.A, will process all requests. Applicants with a record of successful teaching will receive a range adjustment in accordance with the current contract.

A. The department committees will use the following criteria to judge successful performance:

1. A record of continuous outstanding evaluation, evaluated as a category score of 2.0 or lower, in all of the categories on the student assessment questionnaire.
2. Consistent and positive peer evaluations by department faculty reviewers.
3. Positive evaluation of teaching performance in each year of service by the department's World or US Adjunct Faculty Review Committee.
4. Consistent performance that meet the requirements stated in this document.

B. Professional development activities in support of the teaching assignment may include evidence of presentations at professional conferences, publications and other demonstrations of creative activity. Applicants who wish to have such activities evaluated by the department should provide a statement to the committee that explains how the activities related to and supported their assignment as an adjunct in the department.

C. Recommendation by the tenured members of the department.

**V. Movement from B range to C range:**

A range change may occur when a temporary faculty member is not eligible for more SSIs in their current range and will have been employed in their current range for at least five years by the end of the academic year. Adjunct faculty members must formally request the change in a letter addressed to the department chair. The department's World or US Adjunct Review Committee, described in Section III.A, will process all requests. Applicants with a record of successful teaching will receive a range adjustment in accordance with the current contract.

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