

# **Temporary Faculty Evaluation and Review Procedures for Academic Years 2018-2019 through 2022-2023 Revised August 2018**

The following policy applies to all part-time and full-time temporary faculty (lecturers) in the Kinesiology and Health Promotion Department. The goals of this document are to promote the professional development of temporary faculty, provide clear expectations, create a mechanism for constructive feedback to help them achieve those expectations, and apply a fair and consistent procedure when making decisions regarding temporary faculty appointments. This document specifies the procedures to be followed to meet the requirements of the University Manual (UM) and Collective Bargaining Agreement (CBA). Throughout this document, the Kinesiology and Health Promotion Department is referred to as KHP the Lecturer Evaluation Committee is referred to as LEC, the personnel action file is called a PAF, and temporary faculty are referred to as lecturers.

## **1. Lecturer Evaluation Committee (LEC)**

- 1.1 The LEC shall consist of all KHP full-time tenured faculty members, including the KHP department chair.
- 1.2 Responsibilities of the LEC are as follows:
  - a. Arrange and complete classroom observations;
  - b. Interpret evaluation reports;
  - c. Evaluate materials provided by lecturer;
  - d. Summarize and interpret other signed, written communications from faculty or students;
  - e. Complete the first page of Appendix 27B (UM Policy 1336);
  - f. Have a conversation with temporary faculty to discuss evaluations;
  - g. Forward Appendix 27B (UM Policy 1336), classroom observation, and evaluation report to the LEC chair; and
  - h. At least one member of the LEC must review the PAF and sign the PAF log in the College of Science Dean's Office each periodic evaluation.

## **2. Lecturer Responsibilities**

- 2.1 Lecturers will provide to the LEC Chair a self-evaluation of their teaching performance by the end of the seventh week of the spring semester of the evaluation. The self-evaluation will address the components on the department approved form.
- 2.2 Lecturers eligible for a 3-year appointment shall submit a self-evaluation highlighting their professional development and areas of improvement during the preceding 6 years (when eligible for an initial 3-year appointment) and 3 years (when eligible for a subsequent 3-year appointment), and specific goals for improving teaching performance.

### 2.3 Lecturers responsibilities include:

- a. Create an accessible (i.e. quality matters) syllabus that follows the approved expanded course outline.
- b. Submit all syllabi to the KHP Office before the first class meeting and posting it on Blackboard for students enrolled in the course;
- c. Schedule weekly office hours according to university guidelines (as of 02/27/18, 16 min/WTU);
- d. Attend scheduled office hours in designated office;
- e. Arrive to class on time and meet for the required time;
- f. Respond in a timely manner to student messages;
- g. Communicate with KHP office staff and Department Chair when unable to make it to office hours or class;
- h. Submit grades on time;
- i. Respond promptly (within 48 hours) to requests to schedule classroom observations;
- j. Complete a self-evaluation by week seven of spring semester.
- k. Review the lecturer handbook.
- l. Sign classroom observation within five business days of receipt of observation write up.

### 3. Evaluation Criteria

- 3.1 Evaluations by the LEC shall include student and peer assessment of teaching performance, assessment of any other assigned duties specifically described in the letter of appointment or contract, the self-evaluation, achievement of prior goals, and a description of any documented instances of misconduct. (CBA 15).
- 3.2 Assessment of teaching performance shall include: 1) student evaluations (including signed student comments), 2) classroom observations by the LEC, 3) judgments by the LEC about the quality of instructional materials, and 4) methods and instruments used to evaluate student performance.
- 3.3 Any student communications or evaluations provided outside of the regular evaluation process must be identified by name and Bronco ID to be included in a Personnel or PAF. (CBA 15.17b) Evaluations shall be based only on material in the PAF.
- 3.4 The evaluation period shall include all courses taught during the academic year. For temporary faculty eligible for an initial or subsequent 3 year appointment, a cumulative evaluation of the entire 6-years (when eligible for an initial 3 year appointment) or 3 years (when eligible for a subsequent 3-year appointment) will be conducted. Although student evaluation scores will not yet be available for the spring semester in which the cumulative evaluation is initiated, course materials and other documentation related to ongoing teaching assignments in that semester shall be included in the evaluation of temporary

faculty undergoing cumulative review. All temporary faculty shall receive a periodic evaluation annually regardless if they have taught one or two semesters.

- 3.5 Temporary faculty eligible for an initial or subsequent 3 year appointment shall be evaluated in the academic year preceding the issuance of a 3 year appointment. This periodic evaluation shall consider the faculty unit employee's cumulative work performed during the entire 6 year or 3 year qualifying period. The Dean of the College shall determine whether the temporary faculty member has performed satisfactorily before an initial or subsequent 3 year appointment may be issued. Please refer to the appropriate CPP Academic Policy and CBA.

#### **4. General Information**

- 4.1 All temporary faculty who have taught at least one semester during the academic year shall be evaluated.
- 4.2 Temporary faculty may request an evaluation at any time. (CBA 15.25)
- 4.3 All temporary faculty shall be evaluated and observed annually unless they are in the first or second year of a three-year entitlement.
- 4.4 Full-time temporary faculty members will be evaluated every academic year.
- 4.5 Temporary faculty shall have an opportunity to read and discuss the evaluation with the Department Chair and LEC chair and to submit a response or rebuttal that shall accompany the evaluation. (CBA 15.5). This must be within 10 calendar days after the evaluation has been given to the temporary faculty.
- 4.6 A copy of the evaluation with all responses and rebuttals shall be placed in the temporary faculty member's PAF.
- 4.7 Results will also be used in determining whether to grant future appointments as well as 1-year and 3-year appointments.
- 4.8 In addition to academic background and teaching experience, results of evaluations will be used to determine if a temporary faculty member is qualified to teach a specific course. (CBA 12.29)
- 4.9 Lecturers who do not respond to a request for a classroom observation within 48 hours may have an observation scheduled at the evaluators discretion. A minimum five days' notice will still be given.

#### **5. Student Evaluations**

- 5.1 Student evaluations are required for every section of every course taught during the evaluation period that has more than 5 students enrolled.
- 5.2 The procedures for conducting student evaluations are as follows: temporary faculty will request that a colleague or student distribute, collect, and submit the student evaluations to the KHP Office. Instructors must leave the room prior to the distribution of the student evaluations and will remain outside the room until the last student evaluation has been collected. The faculty member will not handle the evaluations after they have been giving to the colleague or student to distribute. Evaluation must be delivered directly to the KHP Office and not left in any other location.

## **6. Classroom Observation**

- 6.1 Classroom observations shall be conducted in a lecture course whenever possible.
- 6.2 Whenever possible, classroom observations will be conducted during fall semester or during the first five weeks of spring semester.
- 6.3 The LEC chair shall assign KHP full-time tenured faculty members to conduct the classroom observations. The faculty member assigned to conduct the classroom observation will confer with the lecturer to determine an appropriate date and time and will provide at least 5 days' notice before the classroom observation is conducted. (CBA 15.14)
- 6.4 The faculty member who completed the observation will submit a written report of the observation to the lecturer within two weeks of the classroom observation.
- 6.5 The report shall be written on the Peer Evaluation of Classroom Teaching form. The report shall address all observations of teaching performance as indicated on the form.

## **7. Timeline of Evaluation Process**

- 7.1 End of second week of first semester of appointment – The LEC chair will send evaluation procedures, criteria, and timeline to all lecturers.
- 7.2 End of seventh week of spring semester – Temporary faculty members will submit summaries and analysis of their available student evaluations and classroom observation, and a self-analysis statement to the LEC Chair.
- 7.3 By the twelfth week of spring semester – The LEC chair will complete Appendix 27B including the LEC review and signatures and send to Department Chair.
- 7.4 A meeting can be scheduled upon the request of the lecturer, LEC Chair or Department Chair.

- 7.5 Within ten days following meeting with committee chair – Temporary faculty may submit a response or rebuttal to the report from the LEC. Completed evaluation report and temporary faculty response or rebuttal is placed in the temporary faculty’s PAF.
- 7.6 If a temporary faculty unit employee will be eligible for an initial 3-year appointment (CBA 12.12) or a subsequent 3-year appointment (CBA 12.13) starting in the academic year following the spring semester, then an appropriate administrator will determine if the temporary faculty unit employee has performed in a satisfactory manner (CBA 12.28-29; 15.29.)
- 7.7 Instructors with spring appointments who are eligible for an initial 3-year appointment or its renewal, will not have their final evaluations completed until summer and all student evaluations have been received, at which point the Dean will perform an evaluation based upon the entire cumulative period and will make a final determination regarding performance during summer.
- 7.8 Evaluations conducted at other times of the year by request of the Department Chair or the lecturer would follow a similar procedure and timeline.
- 7.9 Spring evaluations for the current academic year will now be considered as part of the review for those temporary faculty who qualify for new or renewed 3-year appointments, and all full-time temporary faculty. However, given the timeline, these evaluations will be reviewed by the Dean of Science to determine if they are aligned with the previous term. For those part-time temporary faculty not eligible for 3-year appointments, the Spring evaluations will be included in the PAF (Personal Action File), but not summarized until the temporary faculty becomes eligible for a 3-year appointment.

Appendix A: Classroom Observation Form

**DEPARTMENT OF KINESIOLOGY AND HEALTH PROMOTION**

**Classroom Observation Form**

**Faculty Member Being Observed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Member Observing:** \_\_\_\_\_ **Course:** \_\_\_\_\_

1. Provided an effective introduction (e.g. attention getter, warm up, statement of class objectives, demonstration, etc.). Please explain and provide examples.

2. Provided effective instruction (e.g. clear communication skills, active learning techniques, competence in subject matter, etc.). Please explain and provide examples.

3. Provided appropriate feedback (e.g. checking for understanding, asking questions, ensuring safety, etc.). Please explain and provide examples.

4. Provided an effective closure (e.g. a summary, key points, a debrief, revisit class objectives, etc.). Please explain and provide examples.

5. Provided a thorough syllabus that contains the required components as stated in the KHP Lecturer Handbook. Please explain and provide examples.

Signature of Faculty Member Being Observed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Faculty Member Observing: \_\_\_\_\_ Date: \_\_\_\_\_