

To: Temporary Faculty and Department Chairs  
From: APSCUF Adjunct Faculty Committee  
Date: September 2018  
Subject: **Performance Review and Evaluation of Temporary Faculty**

The Collective Bargaining Agreement can be difficult to parse. To aid in your navigation of key sections of the CBA the APSCUF Adjunct Committee is offering a series of memos. We hope this proves useful. Please reach out to your local Adjunct or Temporary Faculty Committee if you have questions or concerns

**Article 12** of the CBA has long stated that the categories for evaluation of faculty apply to *all* faculty, including part-time and temporary:

- Effective teaching and fulfillment of professional responsibilities
- Continuing scholarly growth
- Service

### **Expectations for Scholarship and Service**

This clause does *not* indicate that all temporary and part-time faculty should be held to the same expectations regarding scholarship and service as tenure-line faculty. Rather, it indicates that the scholarship and service performed by temporary faculty should always be *documented*. Expectations in these areas should be commensurate with the job duties and responsibilities of the position. Moreover, documentation of service and scholarship in formal evaluations serves as a record that can be useful when and if 11G is invoked.

### **Peer Evaluations**

If you are on full academic-year appointment, you should expect the following:

- Two classroom visitations and written evaluations each fall by a tenure-line faculty member serving on your department's evaluation committee
- Two classroom visitations and written evaluations each spring by a tenure-line faculty member serving on your department's evaluation committee
- One classroom visitation and written evaluation by your department chair in either the fall or the spring

If you are on a single semester-only appointment, you should expect the following:

- Two evaluations during the appropriate semester by a tenure-line faculty member serving on your department's evaluation committee
- One evaluation by your department chair

The evaluators should give you the opportunity to discuss their observations and evaluations with you prior to them being sent to the dean for review. If you disagree with your written evaluation, you may send the dean a written response.