

To: Temporary Faculty and Department Chairs
From: APSCUF Adjunct Faculty Committee
Date: September 2018 - **UPDATED 2022**
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 & Classroom Observations

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

- One classroom observation and written evaluation in the spring by a tenure-line faculty member serving on your department's evaluation committee
- One classroom observation and written evaluation in the spring by your department chair
- One written evaluation in the spring by your Dean

If you are on a **part-time academic-year appointment**, you should expect the following:

- One classroom observation in the spring by a tenure-line faculty member serving on your department's evaluation committee OR one classroom observation in the spring by your department chair
- One written evaluation in the spring by a tenure-line faculty member serving on your department's evaluation committee
- One written evaluation in the spring by your department chair
- One written evaluation in the spring by your Dean

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

- One classroom observation in the fall by a tenure-line faculty member serving on your department's evaluation committee OR one classroom observation in the fall by your department chair
- One written evaluation in the fall by a tenure-line faculty member serving on your department's evaluation committee
- One written evaluation in the fall by your department chair
- One written evaluation in the fall by your Dean

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

- One classroom observation in spring by a tenure-line faculty member serving on your department's evaluation committee OR one classroom observation in spring by your department chair
- One written evaluation in the spring by a tenure-line faculty member serving on your department's evaluation committee
- One written evaluation in the spring by your department chair
- One written evaluation in the spring by your Dean

The following chart summarizes the schedule of classroom observations for temporary faculty members by the department evaluation committee and department chairperson:

Type of Temporary Hire	Department Evaluation Committee Observation	When it occurs		Department Chair Observation	When it occurs
FT Academic Year	1	Spring	And	1	Spring
PT Academic Year	1	Spring	Or	1	Spring
Fall Only	1	Fall	Or	1	Fall
Spring Only	1	Spring	Or	1	Spring
Fall Only, then hired as Spring	1	Fall	Or	1	Fall

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.