

Approve Sept 8, 2016

## **EVALUATION OF PART-TIME TEMPORARY FACULTY AND FULL-TIME INSTRUCTORS**

Department of Biology  
Indiana State University

The evaluation of full time instructors and part-time temporary faculty is part of a process that advances the professional development of the faculty member, encourages significant contributions to the Department, and enhances the educational experience of our students. The evaluation includes due consideration of the adherence to professional standards, the ability to work with others in a collegial and effective manner, and performance in teaching and (if applicable) other activities. The primary guide for the evaluation of full time instructors and part-time temporary faculty is the *Indiana State University Handbook*. The following policies and procedures are the Department's interpretation and implementation of these guidelines.

The Biology Personnel committee will conduct the evaluation, and must include the addition of a faculty member of equivalent role (e.g. Instructor)

### **I. Teaching**

Quality of teaching is a critical consideration in the evaluation of full time instructors and part-time temporary faculty members. Classroom performance is an important part of the overall teaching evaluation, and includes factors such as lecture organization, coherence, and presentation. Innovative approaches to instruction that contribute to student learning and development are valued. A demonstrated commitment to personal development and improvement as an instructor is also valued by the Department. Performance in teaching will be assessed via student evaluations, peer evaluations, and material presented by the faculty member. Full time instructors and part-time temporary faculty are also expected to follow university procedures in creating a syllabus, and recording and reporting attendance, midterm, and final grades.

#### **I.1. Documentation of Teaching Effectiveness**

All full time instructors and part-time temporary faculty should maintain a dossier to document their teaching effectiveness. This dossier must include course syllabi and teaching evaluations from students or other departmentally-approved course evaluation questionnaires. Peer evaluations of teaching effectiveness must also be included; such evaluations should be done by tenured faculty in Biology or the Chairperson of the Department. Full time instructors must also include a cover letter that addresses their teaching effectiveness, innovations, and efforts to improve their teaching, as well as a statement of their teaching philosophy. Course evaluations are expected to be submitted for all teaching assignments. When student teaching evaluations are unavailable (i.e., during an instructor's first semester), peer evaluations by departmental faculty and/or the Chair may be substituted. Additional evidence of teaching proficiency should be provided and should include some sample assignments and exams. It may also include specialized certifications as appropriate, documentation of professional enhancement, and teaching awards presented by the Institution or regional, national, or international organizations. Insufficient documentation of teaching effectiveness could result in non-reappointment.

### **II. Non-Teaching Assignments**

Some full-time instructors may be expected to engage in non-teaching assignments, such as administrative duties, academic advising, or research activities. The quality and effectiveness of their non-teaching contributions will also be evaluated as per the non-teaching expectations in the letter of appointment. Such faculty should submit evidence of their effectiveness in their non-teaching assignments, including a description of their activities and how they contribute to the Department, College or University. Other supporting evidence, such as advising evaluations, administrative evaluations, letters from colleagues, awards, publications, and evidence of student research presentations, may also be submitted.

### **III. Procedures**

The faculty member will submit materials for review to the Department Chairperson. The Chairperson will transmit to the Personnel Committee the materials provided by the candidate as well as all other relevant evaluation information. The Personnel Committee will review and discuss the evaluation materials in executive session. The Personnel Committee will send to the Department Chairperson a numerical vote, its specific recommendation regarding reappointment, and a brief statement in support of the recommendation. The Department Chair will make a separate recommendation regarding reappointment. At the end of each step in the evaluation process, the faculty member will receive a copy of the recommendations and the supporting documents. The faculty member may respond, within 5 working days, in writing to those evaluation if s/he so chooses. The resulting evaluation documents are then considered by the Dean of the College and then by the Provost, who will render the final decision on reappointment.

### **IV. Promotion to Senior Instructor**

Full time instructors (on 3-year contracts) may apply for promotion to “Senior Instructor” in the 6<sup>th</sup> year of their second contract. Materials that should be submitted for consideration for promotion to “Senior Instructor” are essentially those detailed above. They should involve documented evidence of teaching success and professional development related to the assigned domains (e.g. if other than teaching) for that faculty member, over the previous 5 or more years of teaching at ISU. Applicants for senior instructor also should include their 5 prior reappointment letters in their dossiers.

The timeline for the review of prospective applicants for promotion to Senior Instructor process will be identical to the University-established deadlines for tenure and promotion, using the dates published annually by Academic Affairs.

The Personnel Committee will evaluate the candidate’s continued record as an instructor in rendering its recommendation regarding promotion to the rank of Senior Instructor. The general procedure is that described above for yearly evaluations. Note that decisions regarding promotion are concurrent with, but separate from, the decision regarding reappointment as a full-time instructor. The candidate may be reappointed without promotion. In such cases, the matter of promotion may again be considered in a subsequent evaluation.