Part-Time Faculty Processes

The Part-Time Review Process &
The Multiyear Contract Recommendation Process
Part-Time Faculty Reviews

What are part-time faculty reviews?

- An opportunity for part-time faculty to receive regular performance and professional development feedback from their primary department.
- Conducted by Department Director/Chair and other designated full-time faculty.
- Takes place each year in the spring semester (some departments opt to begin in fall).
Part-Time Faculty Reviews

Who must be reviewed?

- All part-time faculty who are eligible to be considered for a multiyear contract in the next academic year. This year (2019-20), departments will review part-time faculty who are eligible to be considered for a MYC that begins in 2021-22.
- Dean of Faculty’s Office will send you a list in late fall, along with forms and instructions.
Part-Time Faculty Reviews

What does the review consist of?

- Review Form
  - Self-evaluation and Departmental evaluation
- Review Meeting
- Departmental review of materials
  - Course evaluations, syllabi, updated CV
- Completed review form and CV due to Dean’s Office by June 15 annually (igarci1@saic.edu)
Part-Time Reviews & MYCs

What is the relationship between Part-Time Reviews and Multiyear Contracts?

- Eligibility for a MYC is the point in time at which a PT faculty member has a PT Review.
- The PT Review is only ONE factor of the MYC recommendation process. MYCs are not guaranteed solely on this review.
Multiyear Contracts

What is a multiyear contract?

- A guarantee from the School that we will offer the part-time faculty member a minimum number of classes each year for a term of two or three years.
- Adjuncts: Three years, three classes (or two classes at their request)
- Lecturers: Two years, two classes
Multiyear Contracts

Who is eligible to be considered for a MYC?

- All adjuncts
- Lecturers who have taught at least one class per AY in a degree program for at least four out of the last five years preceding the year in which the MYC would start.
- Senior Lecturers are not eligible.
- This year, we are looking at faculty who are eligible to be considered for a MYC that would begin in 2021-22.
Multiyear Contracts

What is the process for determining who will receive a MYC?

- Summer Recommendations with the Dean
- Dean Approval
- HR Review
Multiyear Contracts

What criteria should be considered? Full list can be found on the PT Faculty Dashboard

- Performance
- Compliance with SAIC policies/terms of prior contracts
- Department or program need
  - Curricular Flexibility
  - FT Faculty Search
Questions?

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FAQs, Policies, Forms, and Other Documents are on the SAIC website’s Part-Time Faculty Dashboard:  
http://www.saic.edu/part-time-faculty